-5]

eferences.

File No. 33/17

1917/18

Serial Nos. 5 & 6

(Gen)

ences.

G.E. 72-24 · Notes - 3 Jan 25

GE 43.33.344

GE. 3.38.83.

D-191

ERAL AND REVENUE SECRETARIAT.

Serial Nos. 5 & 6

Part B for May 18.

SUBJECT.

reorganisation of the Genl & Rev Sectt.

To The Comptroller & Secys to Govt.

No. 15947-53 of 23rd May 18

Passing orders on the several questions arising at the reorganisation of the Genl & Rev Sectt.

office Memo No. 16196-95 dated 28th May 18

Defining the relations to each other of the Secys to Govt & the duties of Subdt Sectt officers.

W D 1250—GPB—30,000 · 28-1-19

G. R. S. 11]

I

191

GENERAL AND REVENUE SECRETARIAT.

( )

NOTES.

File No.

FILE HEADING.

Reorganisation of the General & Revenue Secretariat.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

WD 1233—GPB—60,000—1-12-16—S.

(2

'G. R. S. III-2]

Note re proposals for giving effect to the reorganisation of the G.R.S.

General and Revenue Secretariat. | File No. of 191 .

Serial No.

The several questions referred to in the order of 13th October 1917 relating to the re-organization of the General and Revenue Secretariat were considered by a Committee composed of the following Officers:-

Mr. C.S.Balasundaram Iyer, Chief Secretary

Mr. B.Ramaswamaiya, Revenue Secretary

Mr. P.G.D'Souza, Secretary, Education & Agriculture

Mr. G.Aravamudu Iyengar, Joint Secretary to Government, Muzrai Branch.

Mr. J.S.Chakravarti, Financial Secretary.

2. Four meetings were held in November and December 1917 and the following subjects were considered in detail.

(i) Reconstitution of the different branches and Sections with a view to bringing one or more branches under the control of a single Secretary or Secretariat Officer.

(ii) Fixing the strength of the branches and Sections with due regard to the increase of work.

(iii) Distribution of the existing staff in the revised grades and the filling up of existing and future vacancies.

(iv) Consideration of the special representations and recommendations received in regard to individual cases.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

(3)

G. R. S. III-2]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

(v) Constitution of a separate "Confidential Branch"

(vi) Duties of subordinate Secretariat Officers.

(vii) Mutual relations of the Secretaries to Government in the General and Revenue Secretariat.

(viii) Fixing the personnel of branches and Sections

3. The proposals unanimously recommended by the Committee are submitted herewith for the consideration of Government.

4. The Financial Secretary desires to have two superintendents for Branch II, instead of one as proposed, for reasons stated in his note dated 19th December 1917, put up with the proposals. Every effort will be made to provide the additional Superintendent asked for by a slight change in the distribution proposed when giving effect to the order on the Committee's present proposals.

(5) A draft Government Order incorporating the recommendations of the Committee is submitted for kind approval along with a draft submission note.

Revision file also put up 22/12.

NOTE—Contn. sheet.

(6) SECOND MEMBER'S NOTE ON THE DRAFT ORDER PUT UP FOR THE REORGANIZATION OF THE GENERAL AND REVENUE SECRETARIAT.

Dated 20th January 1918.

.....

The Committee's recommendations have to be subjected to very careful scrutiny before they are approved. The main object of the re-organization is not to give promotion and increase of pay to the existing staff but to introduce improved methods of work in the Secretariat as a whole. This object should not be lost sight of for the sake of pushing up the existing hands. Every one of the measures suggested and every one of the appointments proposed should be examined with reference to the main spirit of the reorganization.

The Government order of 13th October last summarizes the changes that have been sanctioned and I shall take the recommendations of the Secretariat Committee one by one and examine them in detail.

1. ORGANIZATION. - The Chief Secretary has been appointed with the object of co-ordinating the work of all the Secretaries to Government. He is to be responsible for Council work and the work connected with graded appointments and political matters. A confidential Government Order should issue defining his status and responsibilities in respect of these functions. A draft should be put up. The Council Committee resolutions on the point should not be lost sight of. One of them is that the Chief Secretary should be empowered to propose Assistant and Under Secretaries in the Secretariat.

2. As the Secretaryship of the Economic Conference and the Secretaryship of Education and Agriculture continue to be combined, rules regulating his tours referred to in paragraph 10 of the Dewan's Submission Note should be formally approved.

3. There are, besides the Financial Secretary, the Revenue Secretary, Secretary L & J., and the Muzrai Secretary. The re-organization contemplates giving disciplinary powers to these Secretaries in respect of the establishments placed under them. This question has not been thoroughly gone into as I would show later.

4. The re-organization also contemplates definition of the powers and responsibilities of the Registrar and subordinate Secretariat officers. But the Secretariat Committee resolutions do not touch on this matter at all. One of the most important changes introduced is the increase in the number of Assistant Secretaries by one in order that the Registrar may be relieved of all duties unconnected with the management and supervision of the office which should receive his undivided attention. Suitable Government orders are necessary to allocate Under Secretaries and Assistant Secretaries to the different Branches and to define in the clearest terms possible the functions of the Registrar with reference to these Secretariat officers. In the Council resolution it was directed that the details relating to the assignment of powers and responsibilities in connection with the supervision over case-workers, submission of papers to the Members of Council and disposal of routine matters may be worked out later. This is the time to work out these details. The re-

recommendations 1 to 7 of the Secretariat Committee recorded at their 4th meeting are not sufficiently comprehensive.

5. Office establishment. - Under this head the strength has been increased from 137 to 161 hands and the pay of the Superintendents and the clerks of the two Divisions has been revised. It has been directed by the Council Committee that the Shorthand typists should form a special grade by themselves, the scale of establishment already voted for being suitably revised, that every Branch should have its complement of shorthand-typists and that there should be a Superintendent and Assistant Superintendent in each Branch. The Council resolution was that the typists and shorthand men may be appointed First Division clerks and that if necessary the educational qualifications may be relaxed in their case. In other respects the Council Committee resolutions were ratified. These changes have not been carefully worked out.

6. Changes in Office procedure. - The proposals of the Secretariat Committee are not in conformity with the changes sanctioned. Every Branch has to be provided with shorthand-typists. The number of registers and returns of the Secretariat have to be carefully examined with a view to reduce them. Action in regard to this important matter cannot be deferred but must be taken simultaneously with the re-organization.

The draft order now put up cannot, in the light of the above criticisms be accepted as covering the whole subject. Further, it is drafted in the lines of the Secretariat Committee recommendations. These should not be referred

to in the Government order at all. The order should follow the main principles of the Secretariat reorganization as set forth in the Government Order of October last year and not leave out any of the matters that have been discussed and in respect of which a definite policy has been indicated.

I now proposed to examine the recommendations of the Secretariat Committee in the order in which they have been set forth above.

I. ~~In~~ The recommendations under "1.Position and functions of the Chief Secretary" (please refer to resolution 3 of the 4th meeting), appear to me to be vague and do not fully carry out the intentions of Government. It is the duty of the Chief Secretary to co-ordinate the work of all the other Secretaries. It is not clear how he is to do it and be responsible for the general work and discipline of the entire Secretariat unless he is given certain powers. The Government must now decide what powers he should exercise. If the Secretaries are to exercise disciplinary powers in respect of the establishments - assigned to ~~him~~ the Branches under them and the Chief Secretary should have no power, then the latter cannot be made responsible for the entire Secretariat. In fact, the appointment will be an expensive experiment. This is no doubt a delicate matter and I do not overlook the representations which were made by the Financial Secretary when the appointment of the Chief Secretary was created. The Council Committee recommended that the temporary or acting appointments of the Second Division up to three months may be made by each of the three Secretaries and all other temporary appointments and all permanent appointments in the Second Division may be made by a Committee of

~~Committee of~~

Secretaries. The Council resolution thereon was that a complete ~~supervision over~~ Separation of establishments working under the several Secretaries need not be effected, and that each Secretary is to be given substantial disciplinary powers, the entire Secretariat being treated as a single unit for recruitment, promotion etc. Detailed rules have now to be worked out on this basis. I should give the power of appointing temporary and acting men in the Second Division up to three months to the Chief Secretary, as the ~~Committee~~ Committee of Secretaries have only given the powers of sanctioning increments to the Branch Secretaries and fining clerks up to Rs.10. This power no doubt the Chief Secretary should be ordered to exercise in consultation with Branch Secretaries. Unless some such power is given, his position as a co-ordinating officer responsible for the work of the entire Secretariat will be nullified. The Chief Secretary should also be given the power of inspecting any Branch of the Secretariat and taking such disciplinary measures as may be necessary to check delays and irregularities up to a limit namely withholding increments due or postponing them for a period of one year, degradation and suspension up to a limit of three months subject to appeal to Government.

A Committee of Secretaries may also propose and recommend higher appointments

II. These rules were drafted in the Government order of October last but were scored out. A marginal note is on record to the effect that this may issue as a separate memo. These may now issue formally and an additional provision may be made as to the work in his charge during his absence from the Secretariat. It is necessary that some one should be definitely responsible as papers in the Secretariat cannot be

allowed to be sent out for the disposal of the permanent incumbent during his tours. There is no reference to this matter in any of the recommendations of the Secretariat Committee.

III. The Financial Secretary, the Revenue Secretary the Secretary, E & A., and the Muzrai Joint Secretary are, according to the Committee's recommendations, to sanction increments of First and Second Division clerks, fine them up to Rs.10 and record opinions in the character roll. No distribution statement has been put up to show how the whole Secretariat work is to be divided. In recommendation 1, however, made at the first meeting some re-arrangement of sections has been made. As far as I can gather, the re-distribution of work as contemplated will be somewhat a s follows:-

There are, at present 8 Branches and they are proposed to be grouped as follows:-

Branch I. - ~~Revenue~~(Revenue Branch).

Land Revenue

Land surveys.

Agriculture - changed into Revenue Dis. (including veterinary, economic products and famine).

Forests.

Branch II. - (Financial Branch).

General Finance.

Banking.

Separate Revenue (including Opium, ganja, Arrack and toddy)

Stamps.

Salary & Allowances.

Civil Accounts.

Census.

Stamp Revenue & Stamp collections are proposed to be transferred to Pr.IV.

Branch III. - (Judicial & Legislative).

~~Judicial.~~ Legislation.

Courts.

Prisons, and Jails.

Registration.

Police.

(Registration is proposed to be transferred to Branch IV).

Branch IV. - (Local Fund and Sanitary).

Local Boards.

Municipal.

Medical.

Sanitary.

(Medical, Sanitary and Malnad Improvement are proposed to be transferred to Branch III).

Branch V. - (General).

As at present but (Meteorology is proposed to be transferred to Branch VI).

Branch VI. - (Education and Agriculture).

Branch VII. - (Muzrai.)

Branch VIII. (Efficiency Audit).

The Secretariat charges are as follows:-

Chief Secretary - Branches III and V.

Revenue Secretary - Branches I and IV.

Secretary E & A. - Branch VI.

Joint Secretary - Branch VII.

Financial Secretary - Branch II.

~~In this~~

In this re-arrangement, no mention has been made of Branch VIII. A cursory examination of the above will show at once its defects.

The Revenue Branch should consist of Land Revenue, Forests and Separate Revenue including Stamps. Veterinary etc,

may be grouped under Revenue Miscellaneous in this Branch. There is no meaning in transferring Separate Revenue and Stamps to Local Fund and Sanitary Branch.As it is proposed to transfer the Registration Department to the Revenue Commissioner, Registration should likewise be transferred to the Revenue Branch and not to the Local Fund and Sanitary.

The Financial Branch may be curtailed as suggested and when definite functions are assigned to the Financial Secretary under the Government order now under consideration, its work will be more defined and the establishment necessary for this Branch will be more easily determined.

I do not see the point of transferring Medical, Sanitary and Malnad Improvements to the Legislative and Judicial Branch. They are not allied in any sense whatever. Branch III should therefore remain as it is.

Branch IV will be a very important Branch under the new Local Self-Government Scheme and cannot be interfered with. Subjects foreign to this Branch should not be transferred to it.

Branch V should also continue as it is under the Chief Secretary and there is going to be a special confidential section which may be added to this Branch.

The Weights and Measures may with advantage be transferred to Branch VI as it is proposed to hand over this section to Industries and Commerce Department.

I do not see the point of the proposal to have a separate Record Section. If the Efficiency Audit is to be made a permanent institution in the Secretariat centre record work may be transferred to that Branch. The distribution should therefore be in my opinion as follows:-

Chief Secretary - Branches III, V and VIII;
To be assisted by one Assistant Secretary and one Under Secretary.

Financial Secretary -Branch II;
assisted by one Asstt: Secretary.

Revenue Secretary - Branches I and IV;
assisted by one Under Secretary and one Assistant Secretary.

Secretary, E & A - Branch VI;
assisted by two Assistant Secretaries.

Joint Secretary - Branch VII;
assisted by one Asstt: Secretary.

The cadre of Under and Assistant Secretaries should now be definitely fixed under a clearly laid down policy and we should not change ~~on the discussion~~ the designation of individual officers from one class to another simply to suit individual cases. At present there are four Under Secretaries - two with the Dewan and two in the Secretariat. One in the Secretariat and one with the Dewan have been given the designation so long as they are doing their present work. If it is necessary to have two Under Secretaries under the Dewan, then the total number of Under Secretaries should be fixed at 4 and the number of Assistant Secretaries should be definitely fixed at 6 plus 1 recently added to look after the special duties of the Registrar lying outside his ordinary sphere of work.

IV. This brings us to the IV subject. Having disposed of the question of allocating the Under and Assistant Secretaries as above, it now remains to consider the proposals made by the Secretariat Committee regarding the duties and functions

functions of the subordinate Secretariat officers. It has already been pointed out that no mention is made in the Secretariat Committee resolutions regarding the Registrar. In the re-organization one additional Assistant Secretary has been given and no Government order has yet issued on the point; for, no mention has been made regarding this officer in the Government order of October 1917. In the responsibility sheet prepared, item No.7 relates to this matter namely, definition of the powers and responsibilities of the Registrar and other Secretariat subordinate officers as regards case-work, submission of papers to Members and disposal of routine matters. I have already remarked that the resolutions m 1 to 7 of the Secretariat Committee do not deal with this subject thoroughly. I do not approve of a general provision that the subordinate Secretariat officers may exercise such of the powers as may be delegated to them by the Secretaries in the disposal of cases. The power of delegation should be exercised by Government and the powers may be delegated to these subordinate officers. While it is necessary that there should be no more circumlocution than is absolutely unavoidable it is at the same time important that the responsibility of the Secretaries in their respective Branches should not be in any way minimised. Further, it is inconvenient to make every Secretariat officer - high and subordinate - an inspecting officer of each Branch as now suggested. These inspections will overlap and lead to no results. I would put down the duties of the subordinate Secretariat officers as follows:-

1. They may submit papers direct to the Member in charge in respect of all non-Schedule cases of a routine character. A list under each Branch should be prepared and kept for ready reference.

2. They will check the daily attendance of the estab-

establishments (as recorded by the Superintendents) under their charge and the work performed by them as often as possible provided that the arrear lists should be examined every week in respect of the sections and delays brought to the notice of the Secretary in writing. They should have a right in the first instance to propose arrangements acting or temporary and promotions in vacancies to the Secretaries concerned.

3. They should be directly responsible for the correctness of the work done by case-workers and Superintendents.

4. They should be empowered to call for information and make intermediate references on their own authority when the information in the file is not complete to admit of disposals. A fortnightly list of such calls should be submitted to the Secretary for scrutiny.

5. They should themselves put up drafts in all important cases and use as much as possible shorthand-typists for the purpose.

6. They should be held responsible for the strict adherence to all the rules of office procedure in their respective sections and bring to notice periodical infringements of the same to the Secretaries concerned in writing.

7. They should be in charge of the confidential records etc., and all confidential papers arising out of every day work in their respective Branches. One confidential clerk should be attached to each subordinate Secretariat officer for the purpose who will maintain a proper register of all such papers in a form to be prescribed giving serial numbers and noting disposals after they are disposed of.

The Registrar will be attached to the Chief Secretary

and work directly under the Chief Secretary. He will be in charge of the Centre redords and be given a suitable establishment to work directly under him for the purpose. He will be subject to the control of the Under Secretary Branch VIII, in regard to this section. He will also be in charge of the Library and Stores. He will be the chief officer under the Chief Secretary in charge of the confidential section to be newly created and keep in his personal custody all ordinary papers of this section, strictly confidential papers being in the personal custody of the Chief Secretary himself. He will be in charge of the menial establishment of the whole Secretariat. He will also be in charge of the office cash accounts and stationery and will supervise the work of the Cashier. He will be primarily responsible for the proper maintenance of all service registers in the Secretariat and he will be in fact the officer through whom the co-ordinating work of the whole Secretariat will be performed by the Chief Secretary. He will sit as Secretary to the Secretariat Committee when that Committee sits for proposing appointments above the powers of the Chief Secretary as provided for above. He will be responsible for maintaining a correct up to date list of the Secretariat establishment revised month to month and for the issue of increment rolls to such establishment as the increments fall due. He will not deal directly with the Secretaries or the subordinate Secretariat officers but make references and reports to the Chief Secretary in all cases.

V. Turning now to the re-organization of the staff, the following chages have to be carefully borne in mind.

Officers of the Superintendent's grede are re-classified as Chief Superintendents and Superintendents which is a minor matter but their number is increased from 14 to 19 with a view to provide for the arrangement ordered in the re-organization namely, that each Secretariat

Branch should have a Chief Superintendent and a Superintendnent. Under this Head the Chief Secretary and the three other Secretaries - Financial, Revenue, and Secretary, E & A - should have a Chief Superintendent each and also a Superintendent. The Chief Superintendentship is to be given to specially selected men to secure greater efficiency in the sections placed in their charge. The distribution statement does not clearly show how this policy has been adhered to. I would post the 4 Chief Superintendents sanctioned in the re-organization under each of the 4 Secretaries - Chief, Revenue, Financial and E & A, Secretaries. The 15 Superintendents in the lower scale of pay should be distributed according to the nature of the work under each of the Secretaries. Leaving the two Superintendents attached to the Dewan's office out of consideration, 13 have to be distributed now. According to the statement showin the allocation of officers appended to the Secretariat Committee recommendations made at their first meeting, it is seen that there are at present only 10 Superintendents distributed in the several Branches, one being attached to the Cash Section and one to the General Records. It appears that some of the appointments of Superintendents have not been permanently filled up. Supposing that there are 8 Branches in the Secretariat, each Branch should have a Superintendent, that means 8 Superintendents. There still remain 5 and it is not easy to follow how the distribution of Superintendents has been made by the Secretariat Committee. These 5 Superintendents should be distributed as follows:- One to be given to the Revenue Branch as enlarged. One to be given to Branch IV. One should be given to Branch V; one to Branch VI and the remaining one to the General Records. I do not consider it necessary to have a Superintendent for the Cash Section which will consist of a small number of clerks and [redacted]

under the direct charge of the Registrar who will be relieved of all kinds of miscellaneous work. There is further no necessity to have a separate Typing Section as proposed by the Secretariat Committee. In fact the proposal is against the resolution of the Council as sanctioned by His Highness. The Council Committee resolution about typists which has been ratified by the Council and approved by His Highness is that every Branch should have its complement of shorthand-typists. With a view to give them adequate encouragement the Council resolved that they may be even appointed First Division clerks if necessary after relaxing educational qualifications required for such men. The proposal therefore to continue the present Typing Section with a staff of 11 hands under the supervision of a Superintendent and do fair-copying work of all Branches and Sections excluding Branches VII and VIII which have their own typists, is not acceptable. The total number of typists now employed appear to be 13. In the re-organization the increase of hands provided under clerks is intended to provide for the increase under typists and as it is distinctly ordered that shorthand and typewriting should be more extensively used in every Branch, it stands to reason that every effort should be made to reduce scriptory work which is done so laboriously and in such volume in the Secretariat at present. All long notes for instance, in files should be type-written in the first instance and manuscript notes should be avoided. Every draft which is not in the standard printed form should also be type-written in the first instance. Nothing should come up now to the Members in the handwriting of the clerks. This is the system in every office under Government or in the mercantile world everywhere at present. The amount of labour and time that will be saved by this arrangement will be realized when the new scheme is brought into force. It is not easy referring to the establishment lists to find out who are the constituent

The Supdt: in charge of such a Section can have but little work - which would not justify appointment of such a high paid officer. A Superior typist can do this.

There is much delay in manuscript work being transcribed into typewritten matter. All writing work shd be as far as possible typewritten.

members of the present Typing section 11 in number. It is necessary to employ fully qualified typists one under each Superintendent and one for each Secretary. This gives a total of 20 typists. As against this, there are 11 in the Typing Section. There are besides, typists attached to the Muzrai and the Efficiency Audit Branches,& Council Section under the Chief Secretary. A redistribution statement should be prepared showing the net increase under the class typists before allotting increase in the number of clerks to the existing ministerial establishment. By the above distribution,~~mk~~ all work of an important nature in the Secretariat will come out type-written and shorthand qualifications should be insisted upon in the case of such of the typists as are attached to the Secretaries and subordinate Secretariat officers. It is not possible to check the proposals made by the Secretariat Committee in resolution 4 arrived at their first meeting. The net increase in the establishment given consist of 24 hands. Supposing roughly that the additional number of typists required is about 6 as shown in the marginally noted statement, the net increase of hands in the ~~ministerial~~ ministerial establishment is only 18. But the reorganisation provides for an increase of 3 amongst the First Division clerks and 19 amongst the Second Division clerks. As most of the typists will come under the Second Division, there can be but an addition of 2 clerical men in the First Division (providing for 1 First Division typist) and 3 in the Second Division. If the above calculations are correct, the whole statement requires revision, the most important point for consideration being the fixing the grade of pay in the revised scale of the First and Second Division clerks. Till the proposals are revised in the light of the above

No: of typists required...	20
No: in Typing Section.	11
One each from Council Section, Branches VII & VIII.....	3
	14
Net addition required	6

remarks it is useless to go into the case of individual hands dealt with and the pay recommended in each case. This will be scrutinized by me in detail after the revised lists are put up.

As it appears that there are a large number of vacancies in the existing scale and the whole establishment list of the Secretariat is in considerable confusion, I suggest that a statement be prepared to admit of proper scrutiny of each case, in the following manner.

A Secretariat establishment list as it stood on the 1st January 1918 should be prepared showing the sanctioned scale and the permanent incumbents. If these permanent incumbents are acting elsewhere, acting appointments should be shown in the remarks column together with the names of persons acting for them. These should be shown in red ink. Proper referencing numbers should be given against such names when they appear below in permanent places. Every Secretariat official now doing work should be shown in his proper place with qualifications, total service, grade etc.

A separate list of acting and temporary men should be put up arranged according to their service and noting the qualifications of each.

Typists should be shown separately.

Record establishment should be shown separately.

The present Council section and Cash section establishments should be shown separately.

An abstract should also be prepared showing the number in each Branch now actually working - permanent and temporary.

Regr.

CBS 21/1/18.

21.1.18

EXPLANATORY MEMO.

Second Member's(Dewan's) Remarks.	Explanation.
I. SECRETARIES.	
(1) The Secretaries to appoint temporary and acting men in the II Division up to 3 months and the Chief Secretary to exercise this power in consultation with the branch Secretaries.	The General Secretary has hitherto been filling up all acting and temporary places in the II Division and making proposals for acting and temporary appointments in the I Division. Since the entire Secretariat continues to be a single unit for purposes of recruitment, promotion &c. it seems essential to vest this power in a single authority to avoid difficulties in the practical working and ensure general efficiency. The Chief Secretary who takes the place of the General Secretary is therefore proposed to retain this power. All other appointments and promotions will be proposed by a Committee of ~~the Co-ordinate~~ Secretariat ~~Officers~~.
(2) Rules for the tours of the Secretary, Economic Conference may now formally issue and additional provision may be made therein for discharge of his Secretariat work during his absence.	The rules have already issued in the form of a Memo . Provision for work of Secretary, Education & Agriculture has to be made whenever permission is sought for such tours.

II. REARRANGEMENT OF WORK.

(1) No distribution list has been put up to show how the whole Secretariat work is to be divided.

No mention is made of Branch VIII in the re-arrangement.

The Efficiency Audit Department (Br. VIII) is a temporary department ~~organised for work under the General Secretary (now Chief Secretary) under special orders and does not form part of the permanent work of the Secretariat.~~ and has not been taken into consideration in the Reorgn. proposals.

As long as the department continues on its present temporary basis the staff one Under Secretary and a special Officer and the Establishment of a Manager and 3 clerks will continue to be distinct and have to be omitted from our present calculations.

~~So that~~ Only the permanent ~~work~~ both of the Secretariat (Exclusive of the Dewan's Office and Establishments of the Members of Council) ~~which is now down in~~ viz Branches I to VII and Council, Cash, Translation, Dasara, Administration Report, Despatching and Typing Sections and the records ~~remain to be~~ have to be dealt with in the new scheme —

The statement appended to the recommendations of the 1st meeting of the Secretariat Committee shows the re-arrangement proposed for the above work and gives in detail the allocation of the Establishment both existing and ~~sanctioned~~. proposed.

The branches will (as can be seen from the statement referred to above) after the re-arrangement, go not under their present names viz. Revenue, Financial &c. but under the names of their numbers such as I, II &c.

(2) There is no meaning in transferring separate Revenue and Stamps to Local Fund and Sanitary Branch. They should go to the Revenue Branch - along with Registration. No point in transferring

Medical, Sanitary and Malnad Improvements to the Legislative and Judicial Branch.

Br. IV becomes very important under the new Local Self Government Scheme cannot be interfered with by adding subjects foreign to it.

The main consideration which moved the Secretariat Committee to make their present recommendations was that no branch should - after the rearrangement be too heavy a charge for a single Assistant Secretary.

It was considered that separate Revenue, Stamps and Registration going with Land Revenue and Survey, Forests and Revenue Miscellaneous in Branch I will make too heavy a charge for a single Subordinate Secretariat Officer and not conduce to efficiency.

If in the light of the above explanations the rearragnement suggested is acceptable the distribution of work among the Secretaries will be as follows.-

CHIEF SECRETARY.

Branches III and V, Confidential, Representative Assembly, Administration Report, Cash, General Despatching, Printing & Recording and Typing Sections and Records.

To be assisted by

One Under Secretary
Two Assistant Secretaries
and the Registrar.

FINANCIAL SECRETARY.

Branch II

assisted by one Assistant Secretary.

REVENUE SECRETARY

Branches .. I and IV

assisted by two Assistant Secretaries or one Under and one Assistant Secretary

SECRETARY---EDUCATION AND AGRICULTURE.

Branch VI

assisted by one Assistant Secretary.

JOINT SECRETARY -- MUZRAI BRANCH

Branch VII

assisted by one Assistant Secretary who will also be Personal Assistant to the Muzrai Superintendent.

They all come under "Protection" and go in Branch III as they are all dealt - with by the Chief Secretary.

(3) Medical and Sanitary are not allied in any sense whatever to Legislative and Judicial.

(4) Confidential Section may be added on to Branch V.

The ~~very~~ nature of the work of the Confidential Section precludes its being added on to any Branch. The Government Order of 13th October 1917 intends it to be separate.

(5) Weights and measures may with advantage go to Branch VI as they are to be handed over to the Industries and Commerce Department.

This transfer would not involve any change of the existing Sections of Branch III to Branch VI.

(6) No point in a separate record Section, Centre record work may be transferred to the Efficiency Audit Branch.

The recording section is composed of recorders who do the recording work of all branches and sections and has nothing to do with the work of Branch VIII.

It is an experimental measure intended to equalise the work of Branch recorders & is considered as a step towards co-ordinated work. It is also expected to serve as an efficient check to detect delays.

(7) The distribution should - therefore be in my opinion as follows:-

Chief Secretary.

Branches - III, V and VIII. to be assisted by one Assistant Secretary and one Under Secretary

Financial Secretary.

Branch - II assisted by one Assistant Secretary

Revenue Secretary

Branches - I and IV assisted by one Under Secretary & Assistant Secretary

Secretary, Education and Agriculture.

Branch VI assisted by two Assistant Secretarys.

Joint Secretary

Branch - VII assisted by one Assistant Secretary

Kind reference is invited to the distribution shown in pages 3 and 4 above.

If it is considered necessary to have two Assistant Secretaries for work under the Secretary, Education and Agriculture - Branch VI will have to be divided into two branches with an additional Establishments of 5 routine clerks (Diarist, despatcher, recorder, suspend clerk and File registrar.) for the newly constituted branch.

The Additional Officer required will also have to be found by raising the - cadre of Assistant Commissioners attached to General and Revenue Secretariat by one more, as the Additional Assistant Secretary now sanctioned will have enough work as will be shown below.

2. Secretariat Note

Explanation

III. SUBORDINATE SECRETARIAT OFFICERS.

The cadre of Assistant & Under Secretaries should be definitely fixed and designation should not be changed to suit individual - cases.

The cadre of Assistant Commissioners attached to the General and Revenue Secretariat is definitely fixed in Government Order No. of 28th May 1917.

The existing staff is in accordance with the cadre.

Two Under Secretaries, 7 Assistant Secretaries and Registrar.

There are now 4 Under Secretries. The total number of - Under Secretaries in the Secretariat should be fixed at 4.

The Under Secretary, Efficiency Audit Branch and the Under Secretary with the Dewan (Mr. Rangaiya) are temporary additions under special sanction and are not included in the cadre. These Officers are seconded in their permanent appointments.

Additional Assistant Secretary to relieve the Registrar of all duties unconnected with the management and supervision work of the Secretariat.

The additional Assistant Secretary was intended to cope with the large increase of work in the Secretariat and was ordered to be utilised also for relieving the Registrar of all work unconnected with the management and supervision of the Secretariat.

Allowance to Regr.

Where is the Treasury Officer

There is Registrar for secretariat work is needed why addl. Secy was given

The special duty work in connection with Dasara, 2nd Session and Birthday arrangements has to be entrusted to the Registrar as he has the general control of the whole establishment of the Secretariat and the charge of the General and Revenue Secretariat Stores and by nature of his position, can command the entire resources of the Secretariat both as regards men and material.

It would be difficult for another Officer who has no such facilities to run the shows satisfactorily.

The Additional Assistant Secretary will as can be seen from the distribution of work shown below, be in charge of Representative Assembly, Translation and Administration Report work and his hands will be too full during those seasons to attend also the work of the special Officer for arrangements.

During the absence of the Registrar on special duty his duties at head quarters may be performed by one of the Chief Superintendent available for the purpose . All the members of Government, Secretariat Officers and a large portion of the Office will be absent at Mysore and the arrangement proposed above would appear to be sufficient.

The distribution of work among the Subordinate Officers will be as shown below:-

One Under Secretary and six Assistant Secretaries to be in charge of Branches I to VII. One Assistant Secretary to be in charge of the Representative Assembly, Translation & Administration Report work and work up all urgent and special cases referred to him by the Chief Secretary. If Rural, Sanitary + Industrial Improvement are added to go into Br III, they may, along with the above Sections, go into a newly constituted branch (with an additionally sanctioned staff of 5 routine clerks) under the charge of this officer.

The Registrar to be-in charge of all other Sections and Records and attend to supervision, Inspection and co-ordination work

(a) Duties of Assistant or Under Secretaries.

(1) Checking attendance register of their establishment and proposing arrangements and promotions in acting and temporary vacancies.

In the interest of general supervision this may continue to be done by the Registrar As the whole establishment is one, the powers of proposing acting arrangements will be within the powers of the Chief Secretary & may be appropriately left to the Registrar who will have correct establishment lists and will be Secretary to the appointment - Committee.

(2) Submit to Secretaries a fortnightly list of calls for information.

As it is under consideration to facilitate disposal of cases in 'sus' by fixing a time limit after which action will have to be taken by the Secretaries concerned. All such unanswered calls will have come up before the Secretaries and the list proposed would become unnecessary.

(3) Have custody of Confidential records with the help of a - personal clerk.

A separate confidential Section is being formed and accordinly confidential papers arising out of the work of branches will be very few.

(b) Duties of Registrar.

(1) Will be in charge of Centre Records and subject in this regard to the control of Under Secretary Branch VIII.

(2) Chief Officer under Chief Secretary in charge of Confidential Section.

(3) Will not deal directly with the Secretaries and Subordinate Secretariat Officers but will refer and report to the Chief Secretary in all cases.

Further the establishment sanctioned will not admit of a personal clerk being spared for each subordinate Secretariat Officer. The Superintendents may be constituted the custodians of these papers when they return to the branches.

The business of the Central Records is to receive recorded collections for safe custody and issue them on requisitions for reference purposes and is out side the work of Branch VIII.

The section remains in the immediate charge of the Chief Secretary. The Registrar may direct the routine work of the Section if required by the Chief Sec

As the Registrar is placed in charge of the whole Office now, he may as far as necessary consult the subordinate Officers if it aids despatch of work.

RE-ORGANISATION OF THE STAFF.

1. Each Secretariat to have a Chief Superintendent.
2. Each of 8 branches to have a Superintendent - one to General Records and two to Dewan's Office. And one extra Branches I, IV, V and VI.
3. The Cash Section need not have a Superintendent.
4. A Superintendent is not needed for typing and recording Section.

A review of the whole establishment is necessary to make the position clear before we begin to distribute.

The existing establishment is composed of 148 hands as shown below:-

Strength under the Old Scheme ...	137
Lump sum grant establishment entertained all the year -- round to meet ordinary permanent needs. .... *	11
Total	148
The sanctioned strength under the New Scheme ...	161
The effective increase in strength is only	13
	+ 11
	24

Out of this increase five is under Supervising Staff to effect better supervision and make the establishment work at a higher pitch.

This leaves an increase of only 19 8 clerks to cope with a 70 per cent increase in work and the formation of a Confidential Branch which was not contemplated in the original proposals.

This circumstance of a meagre increase in the effective strength has compelled the Secretariat Committee to be circumspect in the use of the -- strength.

They have desisted from the formation of new branches owing to the difficulty of finding the necessary routine clerks, such as Diarists, despatchers, recorders &c., & they have recommended only such measures as will effect an economy in the use of the hands without marring the efficiency.

With this preamble we will proceed to the distribution.

Supervising staff.

(a) Both Chief Superintendents and Superintendents are meant for branch charges and no distinction has been made in their distribution as the reclassification into Chief Superintendents and Superintendents is only minor.

If however any distinction is to be made the Chief Superintendents may be given important charges as judged by the amount of work done , their growing importance or the high responsibility involved.

Supr

The following distribution of the Chief Superintendents is suggested to be more in accord with the needs.

One each to the Chief Secretariat and the Revenue Secretariat by reasons of their having more than one branch.

One to the Education & Agriculture Secretariat by reason of its growing importance.

One to the Dewan's Office on account of its high responsibility.

(b) With reference to providing two Superintendents for each branch as per Council

resolution the Chief Superintendents will have to be counted along with the Superintendents.

In this connection the following points have to be noted.-

The charge of the Cash Section is very heavy and responsible. Though the strength is small, the head of the Cash Section has to be responsible for large amounts passing through his hands and in his custody in connection with the establishment pay bills and large contingent expenditure. He is responsible for the tidiness of the Office and keeps control over the large menial establishment. Arranges for meetings etc., maintains Service Registers, puts up increment rolls. One Superintendent will be available as Branch VIII is not in this calculation.

A Superintendent is needed for the newly formed Confidential Section.

The Recording and typing Section require a Superintendent if the purpose for which the Section is formed is to be efficiently fulfilled.

The Financial Secretary requires two Superintendents for charge of his branch (vide his note attached to recommendations of I Meeting of Secretariat Committee)

Branch III wants two Superintendents on account of heavy legislative work.

The Translation Section requires a Superintendent as the Chief Translator.

Taking all the above into consideration the distribution of the Supervising Staff would be as follows:-

One each to Branches I to VII (Branch VIII being not in account) ...	7
One extra to Branches I, III, IV & V .	4
General Records.	1
Dewan's Office (as at present) ...	2
Confidential Section	1
Cash Section	1
Recording and Typing Section ...	1
Translation work	1
Administration Report &c. or one extra to Branch II as may be directed. ...	1

Clerical Staff.

The increase in the effective strength of the clerical staff is 8, (3 under 1st Division and 5 under 2nd Division)

Half of this increase has been utilised for entertaining four shorthand typists of suitable qualifications who have been distributed as follows:-

One each under Chief Secretary, Revenue Secretary and Secretary Education and Agriculture.	3
One attached to Branch II for Legislative Council work whose services may if necessary be utilised by the Subordinate Secretariat Officers at other times.	1

The Financial Secretary and the Joint Secretary have been omitted in the above as the former has a stenotypist in his personal establishment and the latter has a small Secretariat charge

5. No need for a separate Typing Section.

6. One fully qualified typist should be attached to each Superintendent and one for each Secretary (about 20)

7 The net increase of typists should be ascertained before allotting increase to Establishment.

So that only the other half (viz. 4 hands) is made available for coping with 70 per cent increased work.

In the light of the above explanation it may be realisable how handicapped the Secretariat Committee were in making re-arrangements and how they were obliged to represent for a reconsideration of the order relating to the distribution of typists to all branches.

The main advantage in retaining the present typing section is a considerable saving of hands.

The re-arrangement contemplated on margin would require in addition at least about 15 typists alone (as shown below) as against a sanctioned increase of 8 clerks.

One to each Secretary (except Financial Secretary) ...	4
One to each Subordinate Secretariat Officer. ...	9
For Confidential Section ...	2
For Superintendents of Branches	7
Cash, Dasara and other Sections	1
One extra each for heavy Branches I, IV, V and VI	4
	27

as against the present strength of 10 typists in typing Section.

A cursory examination of the distribution proposed for the routine clerks will also support the above view.-

Diarists for seven branches ...	7
Despatchers -do- ...	7
Recorders -do- ...	7
Suspend work -do- ...	7
General & Vernacular Records & Library	6
Cash Section.	4
General Despatching Section ...	2
Dewan's Office	3
Establishments of Members ...	2
Stenotypists for Secretaries ...	4
Typists for work of all branches and Sections. ...	12
Total ...	61

Leaving only 11 clerks for file registering, preparing abstracts for press and other miscellaneous work of about 31 sections of correspondence.

OFFICE PROCEDURE

Scriptory work should be reduced, all long note should be typewritten and manuscript - notes avoided.

This will be adhered to as for as possible. An effort will be made to post the six shorthand typists now working in the GRS to Branches as routine clerks in order to make them available for such work also.

Drafts not in standard form should be typewritten and nothing should come up to Members in clerks' handwriting.

A memo to give effect to this as far as possible will issue separately.

Number of registers and returns in the Secretariat have to be examined with a view to reduce them.

This is being attended to.

MISCELLANEOUS REMARKS

A Secretariat establishment list as it stood on 1st January 1918 should be prepared showing the sanctioned scale and the permanent incumbents. If latter are on other duty acting arrangements should be set forth in remarks in red ink.

A separate list of acting and temporary men should be put up according to Service and stating qualifications.

Secretariat Establishment lists (Parts I and II) corrected up to 1st January 1918 are submitted herewith.

Typists to be shown separately .

Record Establishment -do-

Council Section & Cash Section -do-

An abstract should also be prepared showing the number in each branch now actually working - permanent & temporary.

ABSTRACT DISTRIBUTION STATEMENT

Sl. No.	Name of Branch or Section.	Superintendents	I Division clerks	Permanent II Division clerks	Temporary or acting clerks
1	Dewan's Office	3	6	3	
2	Establishment of the I Member	-	1	1	
3	Establishment of the II Member	-	-	2	
4	Branch I	2	10	4	4
5	Branch II	1	8	4	2
6	Branch III	1	4	-	5
7	Branch IV	1	7	6	3
8	Branch V	1	9	2	5
9	Branch VI	2	7	1	3
10	Branch VII	1	3	-	5
11	Cash Section	1	3	2	2
12	General Records	1	-	3	2
13	Printing Section	-	-	-	2
14	Vernacular records	-	-	1	-
15	General Despatching Sec:	-	-	-	2
16	Dasara Section	-	1	1	2
17	Translation Section	1	5 +1 Super numerary	-	-
18	Council Section	-	3	1	-
19	Typing Section	-	-	3	9
	Total	15	68	34	46

P.T.O

Establishment included in the @@ Distribution.

Name of the Establishment.	Superintendents.	I Division clerks	II Division clerks.	
Permanent Establishment	14	66	53	Included in the Reorganization proposals.
Temporary Typists.	-	-	2	
Temporary Establishment of the Geological Section.	-	1	1	
Temporary Establishment of the University-Industries and Commerce.	1	4	-	
Temporary Supernumerary	-	1	-	
Temporary Establishment of Lump Sum Grant	-	-	11	
Setters on Multigraph	-	-	2	
Acting men entertained against extra hands - sanctioned in Revision.	-	-	7	
Total	15	72.	76	

Four II Division clerks have been entertained against four I Division vacancies.

N o t e.

..

(7) The proposals made by the Committee of Secretaries for giving effect to the Scheme of re-organization of the Secretariat have been further examined and revised in the light of the instructions and suggestions given by the Dewan and the Second Member of Council.

One of the chief changes now proposed is to divide the Secretariat into five divisions, one under each of the principal Secretaries viz., Chief Secretary, Financial Secretary, Revenue Secretary, Secretary, E & A., and Muzrai Secretary, in lieu of the seven Branches into which the office is at present divided. The principal items of work falling within the sphere of each Secretary are also re-grouped so as to correspond with the main heads into which Departments are classified and also in some measure with the grouping of Departments adopted in 'O.M. No. G.5973 dt. 11th Nov 16. Thus the Chief Secretary will have charge of (1) Palace and Political and (2) Protection, in addition to miscellaneous duties. The Revenue Secretary will have charge of the work under Revenue and Self-Government and the Secretary, E & A. will have charge of the Departments under Development - Moral and Material Progress and including

Flag H.

× G.M.271-16-2.

including Geology and Mining; Financial and some miscellaneous departments will be under the Financial Secretary. The Muzrai Secretary will be in charge of the Muzrai department. The whole scheme of distribution of the Secretariat is given in the tabular statement attached to the note.

Instead of common Recording and Typing Sections for the whole office, as formerly proposed, this work will be done in the respective divisions of the office, including the work of registering. Another change proposed is to have a Deputy Registrar in lieu of one of the Chief Superintendents. This officer while working under the control of the Registrar will have direct charge of the records of the whole office and will supervise the routine work of the divisions of the office. He will always be at head quarters and this arrangement will lead to continuous attention being devoted to the efficient working of the office. The Registrar will have charge of the office section as well as entertainments and arrangements for Dasara and Birthday functions. I have consulted the Revenue and E. & A. Secretaries about these proposals and they also consider them suitable. I beg to recommend that these proposals may be approved.

The office memorandum also indicates in full detail the functions of the several

several Secretaries and their relations to one another and the duties of the Registrar and other Secretariat Officers. The memorandum may be approved.

The recommendations already made by the Committee of Secretaries in regard to the allocation of the officials in the new grades and their starting pay therein will require slight modification in the light of certain promotions recently sanctioned with retrospective effect. I shall submit revised proposals in a day or two. Meanwhile the present proposals relating to the more general aspect of the Scheme may be considered and orders passed.

2nd member?
Dewan

CSS
27/2/48

(8) I generally agree

G
28.2

(9) In continuation of the last paragraph I submit a statement of allocation of officials, showing pay strictly due & pay proposed by Committee. This may be considered & any modifications considered necessary may be made.

2nd member
Dewan

CSS
7/3/48

WD 1233—GPB—60,000—1-12-16—S.

(4)

G. R. S. III-2)

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

Cases in the advance increment is proposed may be specially listed and reasons given in connected. This will facilitate disposal.

I see no objection to the proposal if all enquiries are eliminated - it will save useful time 'check' etc' and also give 25- to 50- R more.

G
6/3

Regn.

Please submit a list of cases.

MS
8/3/17

Three lists have been prepared and put up.

1. of officials to whom advance increments have been recommended with reasons.
2. of officials to whom no such increments have been recommended.
3. of new entrants

Chief Sec).

Ku
9/3

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

Reorganization of the Genl. & Rev.Secretariat.

*****

The chief points which now require orders are:-

(1) Sanction of Government is required to the initial pay recommended by the Secretariat Committee to the Superintendents and clerks under th reorganization order. Advance increments are recommended in the cas of 69 officials. As the case of each official has been examined by the Committee of Secretaries, including the Financial Secretary, I have no objection to Government according sanction to the proposals. I have made a slight alteration in one case. These proposals may als be given effect to from the date of the reorganization order.

(2) The proposal to have five main groups in the office, each under the immediate control of a Secretary to Government, instead of the existing eight branches, is a new one not dealt with in the Government Order of 13th October 1917. As it will conduce to greater efficiency of work, the proposal may be approved.

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-3-18—S.

Serial No.

(3) The proposal to appoint a Deputy Registrar in lieu of one of the Chief Superintendents, sanctioned by the Government Order of 13th October 1917, is also approved.

As soon as orders issue on these points, I Shall be glad if the Chief Secretary will prepare a complete allocation statement of clerks and other officials for each main group of the Secretariat. A list of essential duties of the Secretary, the Under or Assistant Secretary, the Superintendent and the case-workers should be prepared showing the work assigned to each in the group. Such a list should be prepared for each main grou and printed within one month.

The actual extra cost of the reorganization scheme as on the 1st April 1918 as compared with the previous cost should be definitely ascertained and intimated to me.

I shall also be glad if the Chief Secretary will kindly prepare a memo showing exactly what further work remains to be done in connection with the reorganization scheme after issue of these orders.

The complete proposals with the changes indicated above may be submitted for His Highness' sanction after approval in Council.

17.4.18. R6

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-3-18—S.

WD 1233—GPB—60,000—1-12-16—S.

(44

G. R. S. III-2)

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

Submitted to the 1st Member for perusal

COS
18/4/18

CGS - It is unfortunate in the case of Mr. K. Ramakrishna Pillai No 34 in list No 1, and one BA, LT. in some other cases with similar qualifications two increments are recommended. There is nothing under the column 'Remarks' justifying this different treatment. His official is one of the three who were strongly recommended for special recognition in connection with the work of the Local Self Govt - vide my letter 48/5/15 & the answer.

28/4/18 Clk

Extract from the Proceedings of the 449th *Meeting of the Council of His Highness the Maharaja, held at Bangalore on the* 2nd May *19* 18

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22. Subject.-Clause ix of the Schedule.

Proposals in connection with the re-organization of the General and Revenue Secretariat.

OPINION OF THE COUNCIL.

The proposals now made to distribute the work of the Civil Secretariats into five main groups each under the immediate control of a Secretary to Government (as per details in the Chief Secretary's note of 27th February 1918) is approved.

2. The functions of the several Secretaries and their relations to one another and the duties of the Registrar and other Secretariat Officers as indicated in the draft Official Memorandum is approved.

(4)

3. The proposal to appoint a Deputy Registrar in lieu of a Chief Superintendent is also approved.

4. The proposals of the Secretariat Committee as regards the promotion, initial pay etc., of the Superintendents and clerks are approved as slightly modified (x) and will have effect from the 13th October 1917.

(x)

Mr. C.E.Rama Rao	...	Rs.220
Mr. C.S.Srinivasachar	...	Rs.145
Mr. K. Panduranga Rao	...	Two increments instead of one.
Mr. B. Suryanarayana Rao		Do.
Mr. H. Narayana Rao	...	Do.
Mr. M.N.Anandalwar	...	Do.

Mr. Sami Chetty to be given a permanent first grade clerkship.

SD. M. Visvesvaraya,

Dewan of Mysore.

"Extract"

C.S. Balasundaram

Chief Secretary to Govt.

G & R Secretarial Revision proposals

WD 1233—GPB—60,000—1-12-16—S.

(47)

G. R. S. III-2

General and Revenue Secretariat. | File No. of 191 .

Serial No.

Submitted with a D. S. N and a draft G.O. Appendix I, Appendix II and the official memorandum have also been put up

Chief Sec / Bln. 5/5

D.S.N is submitted.

Dewan / CBK 6/5/8

Drafts & papers communicating are submd. for orders.

28/5.

NOTE—Contn. sheet.

Submitted to His Highness.

Hg O.

The order reorganising the General and Revenue Secretariat was passed in Government order No. G. 5521-27/ G.M. 33-17-1, dated 13th October 1917. The several questions referred to therein were considered in detail by a Committee composed of the Secretaries to Government in the Civil Departments.

2. The main features of their recommendations are as follows:-

(1) Reconstitution of the existing branches and sections with a view to bringing one or more complete branches under the control of a single Secretary or Secretariat Officer.

(2) Confirmation of the existing temporary establishment of one Assistant Superintendent, 3 First Division clerks and one Accountant now sanctioned for the extra work of the University, Education, Industries and Commerce Sections of the Secretariat, and bringing the same into line with the permanent establishment.

(3) Promotion and distribution of the existing officials in the revised grades according to seniority and merit and the grant of advance increments to selected clerks.

(4) Formation of a class of officials eligible for promotion to First Division clerkships as vacancies occur.

This class comprises 17 graduate clerks now acting in temporary and First

(4)

Division vacancies, one temporary printing clerk in charge of the Multigraph and 9 old officials of the General and Revenue Secretariat now in the Second Division who are fit for promotion to the First Division.

(5) Appointment of four Shorthand typists of suitable qualifications against Second Division vacancies and the confirmation of competent acting clerks in the Second Division vacancies with due regard to communal representation.

(6) The setting apart of 50% of future vacancies in the Second Division for the confirmation of competent men by selection from among the large list of acting clerks of experience in the Secretariat, the remaining 50% only being filled up according to the rules of recruitment.

(7) The constitution of a new branch called "Confidential Branch".

(8) Fixing the duties of Subordinate Secretariat Officers.

(9) Fixing the relations of the Chief Secretary with the other Secretaries to Government in the General and Revenue Secretariat.

3. The above recommendations have been examined by me and the Second Member in detail and suitably modified. The following changes have been approved in Council:-

Flag N.

(1) The work of the General and Revenue Secretariat will be distributed into five main groups each under the immediate control of a Secretary to Government as detailed in the Chief Secretary's

15

note of 27th February 1918.

(2) The functions of the several Secretaries and their relations to one another and the duties of the Registrar and the other Secretariat Officers have been definitely formulated in an Official Memorandum.

Flag I.

(3) The appointment of a Deputy Registrar in lieu of a Chief Superintendent.

(4) Some additions have been made to the proposals of the Secretariat Committee regarding initial pay, increments, &c., as indicated in the Council Resolution of 2nd May 1918.

Flag N.

4. I request that sanction may be graciously accorded to the following proposals:-

(1) The distribution of the work of the Secretariat into five main groups each under the immediate control of a Secretary to Government as detailed in the Chief Secretary's note dated 27th February 1918.

Flag A.

(2) The functions of the several Secretaries to Government and their relations to one another and the duties of the Subordinate Secretariat Officers as formulated in the Official Memorandum put up.

Flag I.

(3) The appointment of a Deputy Registrar in lieu of a Chief Superintendent.

(4) The confirmation of the existing temporary establishment of one Assistant Superintendent, 3 First Division clerks and one Accountant sanctioned for the extra work of the University, Education, Industries and Commerce Sections and bringing the same into line with the

(57)

permanent establishment.

(5) Promotions to the grades of Chief Superintendents and Superintendents and the grant of increments in advance to certain officials.

(6) The setting apart of 50% of the future vacancies in the Second Division for the confirmation of competent men by selection from among the large list of acting clerks of experience, the remaining 50% only being filled up according to the rules of recruitment.

Draft for approval. 5. A draft Government order sanctioning, with necessary modifications, the recommendations of the Secretariat Committee together with a revised gradation list showing the establishment as it would stand after the revision is also submitted for gracious approval.

Flag B.

Flag I. 6. The Official Memorandum referred to in paragraph 3 (2) above, will issue separately.

M. Visvanaya

7th May 1918.

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.

Proposals connected with the re-organisation of the General and Revenue Secretariat.

1300

Order.

~~KRM~~
16/5/18

Chief Secretary
21-5-18

Regt 188
23/5/18

G. R. S. 12]

General and Revenue Secretariat. | G. h. File No. 33 of 1917-18

Serial No.	
M. O 2989	Draft and fair communicating are submd. for orders. Sd/ 23/5- H Scott / Sd 23/5/18
	M... 25/5 1825/57 Communicated 25/5
5	To. The Comptr. & Secretaries to Govt No. G. 15947-53. B. 23rd May 18. Passing orders on the recommendations of the Scott Committee in respect of the reorganisation of the Genl. & Rev Sects.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

FIRST MEETING

RE-ORGANISATION OF THE GENERAL AND REVENUE SECRETARIAT

-:@:-

Recommendations of the

MEETING OF THE SECRETARIES TO GOVERNMENT

in the Civil Departments

--:@:--

Monday the 26th November 1917

Meeting of the Secretaries to Government

in the Civil Department.

Held on Monday the 26th November 1917.

PRESENT:-

Mr. C.S.Balasundaram Iyer, B.A.,
Chief Secretary to Government,

Mr. B.Ramaswamaiya, B.A., B.L.,
Offg. Secretary to Government,
Revenue Department.

Mr. P.G.D'Souza, B.A., B.L.,
Secretary to Government,
Departments of Education and Agriculture.

Mr. G.Aravamudu Iyengar, B.A., B.L.,
Joint Secretary to Government,
Muzrai Department.

Rajamantra Pravina Dewan Bahadur

Mr. J.S.Chakravarti, M.A., F.R.A.S., &c.,
Financial Secretary to Government.

Recommendations.

I. With a view to placing one or more complete Branches under the control of each Secretary or Secretariat Officer the following transfers of Sections may be made:-

		Frmm	To
1) Separate Revenue and Stamp Sections	Br:	II	IV
2) Registration Section.	"	III	IV
3) Medical, Sanitary and Malnad Improvement Sections.	"	IV	III
4) Meteorology	"	V	VI

5) The agriculture Section of Branch I to be styled 'Revenue Miscellaneous' under this arrangement,

the Chief Secretary will have charge of Branches III and V, Revenue Secretary of I and IV, Secretary Education and Agriculture of VI, Joint Secretary of VII and Financial Secretary of II.

II. The present Typing Section may continue with a staff of 11 hands under the supervision of a Superintendent and do the fair copying work of all branches and Sections of the Secretariat, excluding Branch VII which will have its own typist.

Confidential work shall always be done by two typists to be named and under the personal supervision of the Superintendent.

III. As an experimental measure a separate recording section with 6 hands under the control of the the Superintendent, Typing Section, may be formed to do the recording work of all Branches and Sections excepting Branch VII, which will have its own recorder.

A report on the working of the Section may be submitted after three months.

IV. The strengths of the different Branches and Sections as now constituted may be fixed as shown in the accompanying statement.

The temporary staff of one Assistant Superintendent, 3 First Division Clerks and 1 Accountant now working in Branch VI of University and other work will continue as at present as this staff was not provided for in the original revision - proposals and cannot be found from the permanent strength now sanctioned. This staff has to be

Statement showing allocation of Officials to the several branches and Departments.

Existing Staff.					Proposed staff.			
Suptt.	First Division.	Second Division		Head of distribution.	Suptt.	First Division.	Second Division.	
2	7	3		Dewan's Office	2	7	3	
	1	1		Establishment of the 1st Member		1	1	Typist on Rs.30/-
	1	1		Establishment of the 2nd Member		1	1	-do-
1	11	7	Branch I	Land Revenue Land Survey Forest Revenue Miscellaneous	2	11	6	
1	9	5	Branch II.	General Finance Banking Salaries and Allowances Post and Telegraph Civil Accounts Census	1	6	5	
1	4	5	Branch III.	Courts Police Prisons, Legislation Medical Sanitation and Malnad Improvement.	2	6	4	
1	11	4	Branch IV.	Separate Revenue	2	7	6	

			Branch IV	Registration Local and District Boards Municipalities and City Improvements			
1	8	7	Branch V.	Press Stationery Military Amrit Mahal Mines and Geology Miscellaneous in cluding Palace & Political	2	8	7
1	5	2	Branch Vi.	Education Agriculture Industries Commerce Exhibition Conference Co-operation University and Meteorology.	1	5	4 Exclusive of the temporary staff of one Asst.Suptt. 3 1st Dn: clerks and 1 accountant to be continued.
1	4	-	"	Temporary Establishment —	1	4	-
					1	4	6 including typist + reader.
1	2	5	Branch VII	M u z r a i	1	3	4
1	3	2	Cash Section.	Office work and Accounts.	1	-	5
1	-	4	General Records.			1	-
-	-	-	Printing Section.				
						1	1
-	1	-	Vernacular records				

-	-	2	General Despatching Section.	-	-	2	Additional staff required for these sections and Budget work to be met of lump sum grant during -- seasons of stress.
1	3	1	Representative Assembly Section. (Dasara)	1	-	-	
1	-	-	Administration Report Section. Translation	1	4	-	
-	2	2	Appointment Branch. or Confidential Section	1	5	-	
			Typing Section.			11	
	11		Record Section	1	-	6	
				19	70	72	
				1 Asst Supdt	4	-	Temporary

SVS

WD 1233—GPB—60,000—1-12-16—S.

Financial Secy's note re providing two Supdts for Br II

G. R. S. III-2

General and Revenue Secretariat.

File No. of 191

Serial No.

(1) a
(2) g

I have got prepared two statements, (1) shewing the existing distribution of work in Branch II and (2) the distribution of work proposed by Assistant Secretary, Finance, after re-organization.

I consider that in addition to the staff of one superintendent and eleven clerks allotted to Branch II in the redistribution of hands one superintendent is very necessary.

This additional hand is not for merely supervision but for actual working up of important cases referred for the opinion of the Finance Branch.

I need hardly say that the work relating to referred cases, especially those coming from the P.W. and Railway Department for submission to Dewan, is a very important one and peculiar to the Finance Branch. And the staff of one senior hand plus two clerks proposed by the Assistant Secretary for that work is quite necessary and may be allowed.

S

Two superintendents are allowed for Branch III in the redistribution, and as the number of clerks given to Branch II is one more than that of Branch III, I do not think there need be any hesitation to allot one more senior hand to the Finance Branch, considering the

NOTE—Contn. sheet.

7

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Proposed distribution of work

1.	Superintendent.	Referred cases of G. R. S and other Secttts P. W. and railway cases.
2.	Case-writer	
3	— do —	
4	— do —	Loans, Advances Civil accounts (routine) Insurance Provident Fund Family Pension Fund Post and Telegraph cases
5	— do —	Budget, Ways and means estimate, Resource estimate Reappropriations, Pensions Audit and appropriation report. & Local audit report.
6	— do —	Comptroller's office communications – other than routine queries, requisitions, notes, ~~receipts~~ relating to Compilation with 4 & 5. Eg. System of accts. – in re M/s Dalton's slips (2) → Banking and Investments including transactions with the Madras Bank, Mysore Bank, Messrs Lewis & Co. the Secttt of Madras etc Political Pensions, Stores A & c Slip to Mysore S. Regn. Communication cases, Returns
7	— do —	

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.382.

9

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

8 5/13 as. ab-permt.

8.		Diarist
9		Despatcher
10		U. C. Register
11		Mis. Register Communication Register File-register S+a Sus —do— —do—
12		File Register Gl Trice Sus —do— —do—
13	Superintendent.	In charge of the Sch.

9m 18/12
18-12-17.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Present distribution of work

1. Superintendent — In charge of the Branch

2. C. Worker — Loans and Investments
Advances
Postal Tel: cases
Civil Accounts
Ref? cases of Br: V GRs

3 — do — Pensions, Insurance
Banking (Mysore Bank
& P. Savings Bank)
Provident Fund
Family Pension Fund
Ref? cases of Br: I and III

4 — do — Budget
Ways & Means Estimates
Reappropriations, Reference
cases re revision of Estts
and affecting budget
grants

5th — do — Comptroller's office Communica-
-tions, Transactions with
the Madras Bank, Messrs
Coutts & Co; the Accts Gl
Madras etc

6 — do — Political Pensions
Stores, Ace ship to Ins R
Communication cases
Returns
Ref? cases of Br: IV, VI & VII

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.382.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

7.	———	P. W and Dy Depth cases
8	———	Diarist
9	———	despatches
10	———	K. O. Register
11	———	Recorder
12	———	Inis. Register Commrs do File Register Sta. Sus Register do
13	———	File Register Gl Treasy Sus do do
14	———	File & Sus register J. S. R Stamps.
15	———	Encisbe Cases S.R.

18/

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

3

SECOND AND THIRD MEETINGS.

RE-ORGANISATION OF THE GENERAN AND REVENUE SECRETARIAT

-:@:-

Recommendations of the

MEETINGS OF THE SECRETARIES TO GOVERNMENT

in the Civil Departments.

--::@@@::--

Saturday the 1st December 1917
Friday the 7th December 1917

Second & Final meeting

Meeting of the Secretaries to Government in the Civil Departments.

Saturday the 1st December 1917.

Present.- Mr. C. S. Balasundaram Iyer, B.A., Chief Secretary.

" P.G.D'Souza, B.A., B.L., Secretary, Departments of Education and Agriculture.

" G.Aravamudu Iyengar, B.A., B.L., Joint Secretary, Muzrai Department.

Friday the 7th December 1917.

Present.- Mr. C. S. Balasundaram Iyer, B.A., Chief Secretary.

" B.Ramaswamaiya, B.A., B.L., Revenue Secretary.

" P.G.D'Souza, B.A., B.L., Secretary, Departments of Education and Agriculture.

" Rajamantrapravina, Dewan Bahadur J.S.Chakravarti M.A., F.R.A.S., Financial Secretary to Govt.

RECOMMENDATIONS.

A. A statement showing the establishment as it would stand after the following recommendations are effected is appended (Vide appendix)

The recommendations for promotions are in the order of seniority combined with merit.

B. The following points discussed at the meetings in allocating officials to the different grades are recorded:-

I. Chief Superintendents:-

Mr. N. Narainsamiengar the Senior Superintendent on Rs.200/- was on former occasions recommended for being superseded by his juniors who are decidedly superior to him. It is understood that Mr. N. Narainsamiengar has since been evincing application and enthusiasm for work; he may therefore be promoted as Chief Superintendent on probation for six months, his confirmation being made subject to his giving satisfaction during the period.

II. Superintendents:-

(i) Mr. S. Srinivasiengar is drawing Rs.190/- from 9th July 1917 in the 150-10-200 grade and will be entitled to draw Rs.200/- from 9th July 1918. In view of his good work he may be given the maximum pay of his present grade viz Rs.200/- and the same shown as 175+25 personal allowance, in the new grade of Superintendents.

(ii) The pay of the other officials proposed as Superintendents may be fixed as shown below:-

1.	Mr. N. Moorthy Rao	Rs.165/-	
2.	" B.V.Narasimhaiya	" 165/-	
3.	" T.K.Someswara Iyer	" 165/-	
4.	" A.N.Nanjundaiya	" 155/-	
5.	" B.Ramaiya	" 155/-	
6.	" N.Venkata Rao	" 155/-	
7.	" T.V.Tiruvengadam Moodr.	" 145/-	
8.	" K.S.Rama Iyer	" 145/-	to revert to the G.R.S.
9.	" V.Subramanya Sastri	" 145/-	
10.	" D.Narain Rao.	" 135/-	
11.	" R.S.Ramachandra Rao	" 125/-	
12.	" M.Ramgaswami Iyengar	" 125/-	

13. Mr. C.S.Srinivasachar Rs.125/-

14. " M.A.Singalachar or W.Raghavachar. " 125/-

(iii) Mr. M. Rangaswami Iyengar is proposed to be placed on probation for six months as his fitness for branch charge has yet to be tested.

(iv) Mr. M. A. Singalachar, now Manager of the University Office is the next in seniority and is proposed to be given a Superintendent's place, in case he elects to revert to the General and Revenue Secretariat.

(v) Mr. T. Gopalakrishniengar, 1st Division clerk General and Revenue Secretariat on Rs.90/- is now Manager (on Rs.150/-) of the office of the Director of Industries. As the pay of the Manager of the Director's Office is, in the revision, proposed to be reduced to Rs.80/- Mr. Gopalakrishniengar is under orders of reversion to the General and Revenue Secretariat. He is proposed for a Superintendent's place, on Rs.125+25 personal allowance, temporary as shown in the next para.

(vi) The vacancy caused by the absence on other duty of Mr. T. V. Tiruvengadam Moodliar and the temporary place of Assistant Superintendent, University Section now held by Mr.C.S.Srinivasachar and the other permanent vacany that may be caused by Mr. M.A.Singalachar electing to remain in the University Office are proposed to be filled up, temporarily or permanently, as the vacancies admit, by promoting the following officials in the order noted below:-

Mr.W.Raghavachar

" T.Gopalakrishniengar.

" S.V.Shamiengar

(vii) (a) The following four officials who are acting as Amildars are left out of consideration for promotion to Superintendents:-

1. Mr. N. Srinivasiengar, B.A., B.L.
2. " E. Rama Rao, B.A.
3. " M. Ramaswamaiya, B.A.,
4. " A. Makalappa, B.A.

(b) The following four officials are not considered fit for branch charges and are proposed to be superseded:-

1. Mr. T. Subba Rao, B.A., B.L.
2. " B.Ramacharya, M.A.
3. " P.R.Venkataramayya, on long leave.
4. " K.P.Ganapathi Iyer, B.A.

III. <u>First Division Clerks.</u>

(i) After giving effect to the above proposals, 52 clerks remain to be placed in the 1st Division, leaving 18 vacancies to be filled up.

(ii) There are 15 officials who, for want of vacancies in the 1st Division, were, during the last revision, placed in the Second Division, with eligibility for promotion to the First Division, and these are now almost all acting in the First Division.

There is also Mr.S.Nagappa whose appointment as First Division clerk was ---

sanctioned and who was also for want of vacancies shown as sub-pro-tem First Division clerk. These sixteen officials are now recommended to be confirmed as First Division clerks.

(iii) The above proposals leave two more vacancies unfilled and a third will be available on relief of Mr. B. Venkatasubba Rao, appointed as Press Probationer.

These three vacancies are proposed to be filled up by the appointment of the - - following:-

Mr. C. N. Subba Rao, B.A.
" K. Srinivasa Iyengar, B.A., L.L.B.
" P.A.Sami Chetty.

Mr. C.N.Subba Rao is a clerk on Rs.70/- in the office of the Secretary, Economic Conference and has put in a service of about 9 years. He may be placed above Mr. S. Nagapp in the permanent list, as he was his senior, when the latter was also employed in the Conference Office.

Mr. K. Srinivasiengar is the Senior of the two law graduates specially entertained on Rs.70/- as acting First Division Clerks. His work in the Revenue Branch is reported to be satisfactory.

Mr. P. A. Sami Chetty is an old official on Rs.100/- placed in the Second Division during the last revision and is proposed for reasons shown in para (v) below.

(iv) There are a number of graduate clerks acting against existing temporary vacancies in the First Division and one of them Mr. K. I. Srinivasiengar holds a permanent place in the Second Division. There is also Mr. M. Rangaswami Iyengar temporary printing Clerk on Rs.60/- whose services ~~have to be retained~~ are necessary in connection with the efficient working of the Multigraph in the office. In view of the experience these officials have gained it is proposed to make them eligible for confirmation in the First Division as permanent vacancies occur in the order noted in annexure I.

(v) There are some older officials of the Secretariat who were put into the Second Division, during the last revision but who have been doing responsible work. These may also be made eligible for promotion to the First Division, on the occurrence of permanent or temporary vacancies. These will be graded below those referred in para (iv) above. A list of such clerks is attached (annexure II).

(vi) The benefit of the revision has not reached the officials, now on the permanent list of First Division clerks, excepting a few seniors who have had chances of promotion to Superintendents. Those that are lower down in the list are in no better position than the fresh entrants who get a better start of Rs.50/- and several of these are extremely efficient officials deserving of encouragement.

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It is therefore proposed to give one advance increment to selected officials and two increments to the specially selected.

Lists of these officials are attached (annexures III and IV).

Increments have not been proposed in the cases of officials who are on duty in outside offices or on long leave. A list of such officials is also attached (annexure V).

(vii) In order to retain the services of the Graduate clerks and Mr. Rangaswamiengar, referred to in para (iv) supra, pending their confirmation in the First Division it is proposed to find permanent places for them in the Second Division and fix their pay at Rs.45/- each, unless they are already in receipt of higher pay, so as to enable them to draw the minimum pay of Rs.50/- in the First Division as acting clerks.

IV. Second Division Clerks.

(i) Out of the 70 places sanctioned in the Second Division 18 have to be given to the officials referred to in para (vii) above and there are 36 other officials already in the Second Division to whom also permanent places have to be allotted. This will leave 16 vacancies to be otherwise filled up.

(ii) Out of these sixteen vacancies four places are proposed to be given to Steno Typists for whom there is need in the office.

The following men possessing suitable qualifications have been selected for the places:-

Name.	Qualifications	Present appointment & pay. Rs.	Proposed pay in the General and Revenue Secretariat. Rupees.
Mr. C.Krishnasami Rao Sahib	Matric and F.A. Course. 2. All Shorthand Examinations in 1st class. 3.Reporters Test (150 words) with distinction. 4.Gold medal in shorthand.	Bangalore Deputy Commissioner's Office.	50 51
C.L.Gabriel	1.S.S.L.C. 2.Shorthand (Intermediate). 3.Typewriting (~~Siddapur~~)	Economic Secretary's Office.	45 48
T.S.Krishnamachari	1.Shorthand (Advanced) 2.Typewriting -do- 3.Commerce (Intermediate) 4.Book-keeping -do-	Chief Court	48 48
S.G.Narasimhayya	1.S.S.L.C. 2.Shorthand (Advanced) 3.Typewriting -do- 4.Lectures on Banking, Book-keeping and statistics.	Government Commercial School.	40 45

(iii) And one place is proposed to be given to K. Ramaswamaiya, Head Accountant on Rs.50/- in the Office of the Economic Journal, who is understood to be a good accountant and useful for work in the Secretariat.

18

(iv) The above arrangements leave eleven Second Division clerkships and two typists places

on Rs.30/- each for being permanently filled up. There are over sixty clerks in the Secretariat already acting in leave and other temporary vacancies from a long time. It is desirable to select the required number from among these persons without a competitive examination with due regard to communal representation. A list of the thirteen officials selected from the different branches and sections for confirmation in the above vacancies is hereto annexed (annexure VI)

(v) Among the permanent Second Division Clerks a few officials are already drawing Rs.65/-and above The excess of their pay over the maximum of the revised scale will be shown as personal allowance.

(vi) A few officials under the old scale draw Rs.57/-, 59/- and 61/-. These officials will be permitted to retain the old scale of pay and rise to Rs.65/-, anything they may draw from time to time in excess of Rs.60/- being likewise treated as personal allowance.

vii) Mr. C. Krishnamurthi Rao who is now in receipt of a pay of Rs.50/- under special orders will continue to draw the same pay until he passes the Office Manual Examination.

(viii) Mr.G.H.Vencoba Rao who was in the last revision permitted to retain the older scale of pay viz 30-4=50 and is now drawing Rs.50/- may be given the option of retaining the existing scale and rise to Rs.65/- or having the benefit of the revised scale and rise to Rs.60/- by increments of Rs.3/-.

(ix) The following eight officials drawing Rs.31/- were recruited by competitive examination in 1914 and have been doing good work. In order that they may be on a better footing than the fresh entrants into service it is proposed to start them on a pay of Rs.36/-.

1. C. Nanjaraja Iyengar to continue as Organisation and Development Scheme clerk on Rs.50/-.
2. K.Padmanabaiya.
3. M.Venkatanarain.
4. B.S.Ramachandra Rao.
5. H.K.Srinivasiengar.
6. M.R.Narainsami Iyer.
7. K.V.Ramakrishna Iyer to continue on the Establishment of the Extraordinary Member of Council.
8. A. Chinnappa.

(x) Similarly M. Narasimha Iyengar and T.Venkatasubbiah already drawing Rs.31/- and 30/- respectively are by reason of their long previous service and S.Narainsami Rao, acting clerk selected for confirmation, by reason of his good work as shorthand typist under the Second Member of Council are recommended to be started on a pay of Rs.33/-.

(xi) In order not to lose the services of the large number of acting men of experience and to afford them an incentive for good work and a prospect of confirmation, it is recommended that in future, at least for

three years more, 50 per cent of the vacancies occurring in the Second Division may be set apart for the confirmation (by selection) of acting men, the remaining 50 per cent only being filled up according to the rules of recruitment.

C. The following points relating to the future positions of the officials are also recorded, as settled at the meetings.

(i) All new entrants into the permanent establishment of the Secretariat will as usual be on probation until they earn their confirmation by passing the Office Manual Examination.

(ii) All officials newly appointed to the First and Second Division clerkships will, irrespective of their pay, be shown below those who were already in those grades.

(iii) The clerks who come for special increments in the above proposals will retain their old places as shown in the accompanying gradation list (Vide Appendix).

D. The various representations received in this connection were considered and the recommendations made are noted in the register of representations put up.

15/12/17.

ANNEXURE I.

List of graduate clerks proposed to be confirmed in the Second Division and made eligible for promotion to the First Division in the following order as vacancies occur.

---

1. Mr. S. K. Venkataramana Iyer B.A., L.L.B. Rs.70/-
2. " M. Vyasa Rao, B.A., L.L.B.
3. " T.S.Naraniengar, B.A., Rs.70/- To continue as temporary accountant until that place is confirmed.
4. " K.I.Srinivasiengar, B.A.
5. " A.K.Sankaraiya, B.A.
6. " B.Srinivasamurthi, B.A.
7. " A.Arunachala Mudaliar, B.A.
8. " P.G.Sachidanandam Pillay, B.A.
9. " M.Rangaswami Iyengar (Printing clerk on Rs.60/-)
10. " G.Ramachandra Rao, B.A.
11. " K.Ramasastry, B.A.
12. " N.V.Sundaram, B.A.
13. " R.Srinivasa Rao, B.A.
14. " B.Mallikarjuna Rao, B.A.
15. " T.K.Swaminathan, B.A.
16. " P.S.Narasimhacharya, B.A.
17. " M.Rama Rao, B.A.
18. " T.Srinivasa Rao, B.A.

ANNEXURE II.

List of Second Division Clerks made eligible for promotion to the First Division.

---

1. Mr. M. Narasinga Rao.
2. " Mahomed Wahid Ali Khan.
3. " Y. G. Narasimhachar.
4. " C. L. Ramachandra Rao.
5. " B. Narasimhiengar.
6. " A. R. Chendrasekhara Moodliar.
7. " Y. Narasimhiengar.
8. " M. Veerasami Naidu.
9. " H. Venkataramaiya.

ANNEXURE III.

List of First Division Clerks recommended for single increments.

---

1. Mr. K. P. Ganapathi Iyer, B.A.
2. " K.Y.Krishnasami Iyengar, B.A., B.L.
3. " P.Krishna Rao, B.A.
4. " M.Anantaramiengar.
5. " T.Krishna Rao, B.A.
6. " R.Krishnachar, B.A.
7. " B.Subramanya Sastri, B.A., B.L.
8. " M.A.Tirunaraniengar, B.A.
9. " K.Panduranga Rao, B.A., L.T.
10. " S.Narasimhamurthi, B.A.
11. " M.Narain Rao, B.A.
12. " B.Suryanarain Rao, B.A.
~~13. " T.K.Subba Rao, B.A.~~
14. " K.Venkata Rao, B.A.
~~15. " B.Thammayya, B.A.~~
16. " R.Ranga Rao, B.A.
17. " M.A.Ramaswamaiya, B.A.
18. " S.R.Narasimhayya, B.A.
19. " H.Narain Rao, B.A.
20. " A.Srinivasaiya, B.A.
21. " H.P.Bhashyachar, B.A.
22. " S.Tirumalachar,
23. " S.Chayapathi Rao, B.A.
24. " C.Chowdaiya, B.A.
25. " S.N.Ardhanariswara Iyer, B.A.
26. " A.Venkata Rao.
27. " H.N.Sankara Sastry, B.A.
28. " M.N.Anandalwar, B.A.

ANNEXURE IV.

List of First Division clerks recommended for double increments.

---

1. Mr.	D. Seshagiri Sastri, B.A.	Branch I.
2. "	M.Lakshminaranaiya, B.A.	
3. "	H. V. Venkatanarasimhiengar	" II.
4. "	S.V.Shamiengar, B.A., B.L.	
5. "	B.Garudachar, B.A., B.L.	" III
6. "	A.Subba Rao, B.A., B.L.	
7. "	H.V.Krishnaswami Iyengar,	
8. "	D.Sitaramaiya, B.A.	" IV.
9. "	V.K.Srinivasa Rao, B.A.	
10. "	M.S.Raghavachar,	" V
11. "	K.N.Krishnaswami Iyer, B.A.	
12. "	D.Rangaswami Iyengar, B.A.	" VI
13. "	Srinivasa Rao Jamkhandi, B.A.	
14. "	M.M.C.Srirangachar,B.A.,	Cash Section.
15. "	R.Thammajee Rao, B.A., L.L.B.	
16. "	H.C.Subba Rao, B.A.	Dewan's Office.
17. "	K.Gundu Rao, B.A.	
	T.K. Subba Rao B.A	
18. "	N.Deva Rao, B.A.	Second Member's Establishment.
	B Thammayya BA working in the establishment of the Enhancement in time	
19. "	N.Sitaramaiya, B.A., B.L.,	Council Section.
20. "	C.G.Ramaiya, B.A.	
21. "	C.Venkataramanaiya,	Administration Report Section.

ANNEXURE V.

List of clerks in whose cases increments have not been proposed.

Mr. M. A. Singalachar, B.A.,	On other duty.
" E. Rama Rao, B.A.	Acting as Amildar.
" P.R.Venkataramaiya	On long leave.
" M.Ramaswamaiya, B.A.	Acting as Amildar.
" A.Makalappa, B.A.	-------do------
" B.L.Narasimhaiya, B.A.	Acting as DeputyAmildar
" A. Sadasiva Moodliar, B.A., B.L.	-------do--------
" R.Sambayya,	On other duty.
" D.C.Subbarayappa, B.A., B.L.	--------do-------
" M.S.Seshagiri Rao, B.A., B.L.	--------do-------
" K. Srikantaiya,	--------do-------
" B.Venkatasubba Rao, B.A., L.L.B.	Leaving the Office.
" B.Venkoba Rao, B.A.,	On long leave.
" S. Kappanna, B.A.	On other duty.

ANNEXURE VI.

List of acting clerks selected for confirmation in the Second Division.

Name.	Qualifications.	Pay	Date of entry into Genl & Rev. Sectt.	Proposed pay.	Where working.
Second Division Clerks.					
1. H.Narain Rao	F.A.	28	May 1915	30	Dasara Section
2. S.Narainsami Rao	S.S.L.C. Shorthand (Intermediate) Typewriting (Elementary)	25	27-11-1914	33	Second Member's Establishment.
3. K. Putte Gowda	"	25	26- 1-1915	30	Branch VI.
4. N.B.Thammanna	Matric	25	24- 3-1915	30	General Despatching Section.
5. M.Parthasaradi Naidu.	Matric	25	27- 3-1915	30	Branch II.
6. Mahomed Abdul Rahman Khan.	S.S.L.C.	25	17- 4-1915	30	" III
7. M.Rajagopaliengar.	S.S.L.C.	25	8-12-1915	30	" IV
8. R.Narahar Rao	Matric	25	27- 3-1916	30	Cash Section.
9. D.Appadoray	Matric	25	17- 6-1916	30	Branch VII.
10. Abdul Basith.	Matric	25	11- 9-1916	30	" II.
11. S.V.Subbarayan.	S.S.L.C. Typwriting	25	9- 3-1917	30	Typing Section.
Typists on Rs.30 each.					
1. B.Krishnamurthi.	Typewriting	25	21-11-1914	30	Typing Section.
2. H.Sundara Rao				30	Branch VIII+ to continue as O. D. S. clerk on Rs.50/-.

18 DEC

FOURTH MEETING.

RE-ORGANISATION OF THE GENERAL AND

REVENUE SECRETARIAT.

--:@:--

Recommendations

of the

MEETING OF THE SECRETARIES TO GOVERNMENT

in the Civil Departments.

--:@@@:--

Thursday the 13th December 1917

Bu.

25-30

Meeting of the Secretaries to Government in the Civil Department.

Held on Thursday the 13th December 1917.

PRESENT:-

Mr. C.S.Balasundaram Iyer, B.A.,
Chief Secretary to Government.

Mr. B.Ramaswamaiya, B.A., B.L.,
Offg.Secretary to Government,
Revenue Department.

Mr. P. G. D'Souza, B.A., B.L.,
Secretary to Government,
Departments of Education and Agriculture

Mr. G.Aravamudu Iyengar, B.A., B.L.,
Joint Secretary to Government,
Muzrai Department.

Recommendations.

I. The duties of the General and Revenue Secretariat Officers may be laid down as follows:-

1. Under Secretaries and Assistant Secretaries in charge of Branches may exercise such of the powers of the Secretary as may be delegated to them by the latter in respect of the disposal of cases. A record of such delegation should be kept.

2. In ordinary cases, they may call for information obviously required for the satisfactory disposal of cases.

3. They may ordinarily submit to a Member of Government non-Schedule cases which may be disposed of on the sole authority of such Member.

4. They will be expected to see that the case work of the Branch is done promptly and satisfactorily and will examine the lists of arrears and suspend cases from time to time, bringing cases of delay to the notice of the Secretary.

5. They should unhesitatingly and invariably - notice careless or slovenly or perfunctory work or conduct on the part of the officials and send their remarks to the Registrar for incorporation in the Character Roll.

6. They will be responsible for the correctness of every statement made in the notes, for the proper exposition of precedents or other authority and for well considered suggestions for action.

7. They will inspect the Branch once a month according to Rule 40 of the Manual of Secretariat Essentials.

II. A new branch called the "CONFIDENTIAL BRANCH" may be formed to deal with the following classes of business.

(i) Appointment
Allowances
Conduct
Character Reports
Deputation
Leave
Promotion
Punishment
Retirement
Transfers
All other personal questions.

relating to Heads of Departments, Secretaries to Government, Officers constituting the Mysore Civil Service and other Officers on a pay of Rs. 500 and above, in Departments, under the control of the General and Revenue Secretariat.

29.

(ii) Grant of titles.

(iii) Any confidential matters that may be specially referred to the Branch.

(iv) All schedule cases when they are ready for consideration in Council.

2. The Confidential Branch will be under the Chief Secretary to Government.

3. Papers relating to personal questions of the Officers specified above should be submitted in the first instance by the Superintendent of the Confidential Branch with all necessary references to the Secretary concerned and afterwards to the Chief Secretary. There will be no noting by the clerical staff.

4. The Confidential Branch should take timely action with regard to temporary appointments requiring extension, anticipated superannuations, training of officers &c.

5 The Branch will have charge of confidential reports and papers relating to Officers which should be listed and indexed from time to time.

6 An Assistant or Under Secretary may direct the routine work of the Branch if the Chief Secretary desires, and may receive and dispose of routine papers pertaining to the section. All confidential work should be dealt with by the Secretary concerned and the Chief Secretary, as suggested above.

7. The present Council Section will be merged in the Confidential Branch.

III. The relations of the Chief Secretary with the other Secretaries to Government in the General and Revenue Departments may be fixed as follows:-

CHIEF SECRETARY - The Chief Secretary to Government will be in charge of the Secretariat departments - hitherto under the General Secretary.

He will be responsible for the general work and discipline of the entire General and Revenue Secretariat but will consult the other Secretaries in important matters relating to the establishments working under them and the work of their branches.

He will be in charge of the Council cases, work connected with the Representative Assembly and the Legislative Council, and all other work which has not been specifically assigned to any department or which requires co-ordination.

He will help the administration and the Dewan in working up all urgent or special cases that may be referred to him, to whatever department they may belong.

He will be in direct charge of the Confidential Branch and will deal, along with the Secretary of the Department concerned, with all personal questions - (e.g. appointment, promotion, leave, transfer punishment) relating to graded officers specified in paragraph II above.

OTHER SECRETARIATS.- The Financial Secretary, the Revenue Secretary, the Secretary, Departments of

Education and Agriculture and the Joint Secretary, Muzrai Department, will deal with all papers relating to their respective departments.

2. In respect of the establishment assigned to the Branches in their charge, they will have the following powers:-

(a) Sanctioning increments of 1st and 2nd Division clerks.

(b) fining clerks of the 1st and 2nd Division to an amount not exceeding Rs. 10/-.

(c) recording opinions on the work of officials in the Character Rolls.

The inspection of the Secretariat contemplated in Rule 40 of the Essential Rules for Secretariats will be conducted jointly by the Secretary of the Department concerned and the Chief Secretary, as laid down in Office Memorandum No. G. 6827/G.M.373-17-1 dated 22nd November 1917.

IV. The personnel of the Branches and Sections may stand as noted in the annexure.

17/12/17

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A N N E X U R E

STATEMENT SHOWING THE PERSONNEL OF BRANCHES & SECTIONS

BRANCH I.

Strength.

Superintendents.	1.	Mr. S. Srinivasiengar.
(Two)	2.	" N.Murti Rao, B.A.
First Division Clerks	1.	Mr. K.Y.Krishnasami Iyengar, B.A., B.L.
(Eleven)	2.	" P.Krishna Rao, B.A.
	3.	" R.Krishna ~~Rao~~ Char, B.A.
	4.	" B.Subramanya Sastry, B.A., B.L.
	5.	" M.Lakshminaranaiya, B.A.
	6.	" R.Ranga Rao, B.A.
	7.	" M.A.Ramaswamaiya, B.A.
	8.	" S.Chayapathi Rao, B.A.
	9.	" K.Srinivasa Iyengar, B.A., L.L.B.
	10.	" P.A.Sami Chetty.
	11.	" M. Rama Rao, B.A.
Second Division Clerks.	1.	Mr. Y.G.Narasimhachar.
(six)	2.	" B.Narasimhiengar.
	3.	" T.Raghavachar.
	4.	" A.Venkatachar.
	5.	" S.G.Narasimhaiya.
	6.	T.Swaminathaiya (acting).

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BRANCH II.

Strength.

Superintendent. (One)	Mr. R. S. Ramachandra Rao.
First Division Clerks. (Six)	1. Mr. T. Subba Rao, B.A., B.L.
	2. " H.V.Venkatanarasimhiengar.
	3. " T.Srinivasa Rao, B.A.
	4. " P.G.Sachidanandam Pillay, B.A.
	5. " N.V.Sundaram, B.A.
	6. " K.I.Srinivasiengar, B.A., [illegible]
Second Division Clerks. (Five)	1. Mr. Y. M. Subrayalu Naidu.
	2. " A.R.Chandrasekhara Moodliar.
	3. " B.S.Ramachandra Rao.
	4. " M.Parthasarady Naidu.
	5. " Abdul Basith.

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BRANCH III.

Superintendents.	Mr.N.Narainsami Iyengar.
(Two)	" S.V.Shamiengar, B.A., B.L.
First Division Clerks.	1. Mr. B. Garudachar, B.A., B.L.
(Six)	2. " M.Narain Rao, B.A.
	3. " A. Subba Rao, B.A., B.L.
	4. " M.Anantharamiengar.
	5. " K.Panduranga Rao, B.A., LT.
	6. " M. Vyasa Rao, B.A., L.L.B.
Second Division Clerks.	1. Mahomed Abdur Rahiman Khan.
(Four)	2. T.S.Krishnamachari.
	3. Mahomed Ghouse (Acting)
	4. N.Venkata Rao (Acting).

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BRANCH IV.

Superintendents.	Mr. B. V. Narasimhayya, B.A.
(Two)	" K.S.Rama Iyer, B.A.
First Division Clerks.	1. Mr.K.P.Ganapathi Iyer, B.A.
(Seven)	2. " H.V.Krishnasami Iyengar.
	3. " D.Sitaramaiya, B.A.
	4. " H.P.Bhashyachar, B.A.
	5. " R.Srinivasa Rao, B.A.
	6. " Mahomed Wahid Ali Khan.
	7. " M. Narasinga Rao.
Second Division Clerks.	1. Mr. H. Srikantaiya.
(Six)	2. " E.Subramanya Iyer.
	3. " Y.Narasimhiengar.
	4. " G.H.Venkoba Rao.
	5. " Masthan Khan Tarim.
	6. B.Srinivasiengar (Acting).

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BRANCH V.

Superintendents.	Mr. V. Subramanya Sastri, B.A.
(Two)	" M.Rangasami Iyengar, B.A.
First Division Clerks.	1. Mr. V.K.Srinivasa Rao, B.A.
(Eight)	2. " K.Venkata Rao, B.A.
	3. " M.S.Raghavachar,
	4. " A.Srinivasaiya, B.A.
	5. " K.N.Krishnasami Iyer, B.A.
	6. " B.Mallikarjuna Rao, B.A.
	7. " A.K.Sankaraiya, B.A.
	8. " G.Ramachandra Rao, B.A.
Second Division Clerks.	1. M.Narasimhiengar.
(Seven)	2. M.Rajagopaliengar.
	3. Mr. G.S.Rao.
	4. K.Venkatachalaiya (Acting)
	5. K.Subbaraya (Acting)
	6. Mirza Nazir Hussain (Acting)
	7. I. Narasinga Rao (Acting)

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BRANCH VI

SUPERINTENDENTS (One)	1.	Mr. T.K.Someswara Iyer
ASSISTANT SUPERINTENDENT TEMPORARY (One)	2.	" M.A.Singalachar or Gopalakrishniengar.
FIRST DIVISION CLERKS. (Five)	1.	" T. Krishna Rao
	2.	" D.Rangasami Iyengar
	3.	" Srinivasa Rao Jamkandi
	4.	" C.N.Subba Rao
	5.	" S. Nagappa
TEMPORARY (Four)	6.	" S.K.Venkatarama Iyer
	7.	" T.S.Naraniengar
	8.	" P.S.Narasimhacharya
	9.	" T.K.Swaminathan
SECOND DIVISION CLERKS (Four)	1.	Puttegowda
	2.	C.L.Gabriel
	3.	T.V.Ramaswami Iyengar (Acting)
	4.	H. Srikantiaya (")

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Branch VII.

Superintendent.	Mr. B. Ramaiya.
First Division Clerks. (Four)	1. Mr. S. R. Narasimhayya, B.A. 2. " S.Tirumalachar, 3. " A.Venkata Rao. 4. " C.Chowdaya, B.A.
Second Division Clerks. (Six) including Typist and Recorder.	1. D.Appadoray. 2. S.K.Srinivasa Rao (Acting) 3. K.V.Lakshman (Acting) 4. C.Shama Rao, Typist (Acting) 5. J.Madhava Rao (Acting) 6. T.Venkatakrishnayya (Acting)

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BRANCH IX.

Confidential

~~APPOINTMENT~~ BRANCH.

Superintendent.	Mr. B. V. Lakshmana Rao.
First Division Clerks. (Five)	1. Mr. N. Sitaramaiya, B.A., B.L.
	2. " D.Seshagiri Sastry, B.A.
	3. " C.G.Ramaiya, B.A.
	4. " M.N.Anandalwar, B.A.
	5. " C.Krishnasami Rao Sahib. (2nd promotion)

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CASH SECTION.

Superintendent.	Mr. B. Seshagiri Rao.
(One)	
First Division Clerks.	Mr. M.M.C.Srirangachar, B.A.
(Three)	" S.Narasimhamurthy, B.A.
	" S.N.Ardhanareswara Iyer, B.A.
Second Division Clerks.	M.Venkatanarain.
(Four)	Mr.C.Krishnamurthi Rao.
	.R.Narahari Rao.
	K.Ramaswamaiya.

GENERAL DESPATCHING SECTION.

Second Division Clerks.	N. B. Thamanna.
(Two)	D. Nanjundayya (Acting)

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GENERAL .RECORDS.

Superintendent.	Mr. N. Venkata Rao.
Second Division Clerks. (Five)	Mr. H. Subba Rao.
	" M.N.Subba Rao.
	". S.V.Putchu Iyer.
	B.N.Narasimhiengar.(Acting)
	K. Appaiya (Acting)

PRINTING SECTION.

First Division clerk. (One)	Mr. M. Rangasami Iyengar.

VERNACULAR RECORDS&

First Division Clerk (one)	Mr. C. L. Ramachandra Rao.
Second Division Clerk. (One)	H. Narasimhamurthi Rao (Acting)

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TYPING SECTION & RECORD SECTION.

Superintendent. — Mr. W. Raghavachar.

(One)

TYPISTS.

Second Division Clerks. (Eleven)

1. K.N.Narainsami.
2. B.Krishna Murthy.
3. H.K.Srinivasiengar.
4. S.V.Subbarayan.
5. R.Nanjappa. (Acting)
6. G.K.Venkataraman (Acting)
7. M.Krishnasami Rao (Acting)
8. K.Kalingarajan (Acting)
9. T.Devaraj (Acting)
10. N.C.Ramaswami Iyengar, (Acting)
11. R. Devaraj. (Acting)

RECORDERS.

Second Division Clerks. (Six)

1. T. Venkatasubbaiya.
2. H.Narain Rao.
3. S.Ramasami Iyengar (Acting)
4. K.Rangasami --do--
5. V.N.Subba Rao --do--
6. T.Narain Rao. --do--

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TRANSLATION SECTION.

Superintendent.	Mr. B. Narain Rao, B.A.
(One)	
First Division Clerks.	Mr. B. Ramacharya, M.A.
(Four)	" C.Venkataramanaiya.
	" H.N.Sankara Sastri.
	" M.A.Tirunaraina Iyengar, B.A.

DASARA SECTION.

Superintendent.	Mr.A.N.Nanjundayya.
(One)	

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Dewans (2d. Members)
orders.

Information as
regards the total
service and quali-
-fications of each
of the Officials re-
-ferred to in the
statement shewing
the Establishment
as it will stand after
the revision may
kindly be furnished
and the papers re-
-submitted.

B. V. Narashimam Row
12.1.18
Subd to Chief Secretary

Papers relating to the reorganization of the Geneva Secretariat.

—

Resubmitted with the information called for.

B. V. Lakshmana Row
18.1.18

Statement showing the total Service & Qualifications of officials on the revised Estt of the Govt & Rev Dept

Sl. No.	Name & revised Designation	Qualifications	Total Service	Remarks.
	Chief Superintendents			
1.	Mr B. V. Lakshman Rao	Criminal, Fin.l & Accounts Cds, Revenue, Regist.n; Forest, & Excise	35 1/2	
2.	N. Narainswamyengar	Attorney at law of the High Courts of Madras & Bengal	15	
3.	C. E. Rama Rao	B.A & Revenue	20 3/4	
4	B. Seshagiri Rao	Matric & Revenue	26	
	Superintendents			
1.	Mr S. Srinivasamyengar	F.A., Rev, Crim.l	26 3/4	
2.	" N. Narasu Rao	B.A, Rev, Crm.l, Accts	22 1/2	
3.	" B. V. Narasimhayya	Civil II, Survey Training B.A & Revenue	22 1/2	
4.	" T. K. Someswara Iyer	B.A, B.L, Rev & Crim.l Accts, Regist.n & Survey training	21 1/2	
5	" A. N. Narsimhadayya	F.A, Rev & Criminal	25 1/2	
6.	" B Ramaiya	B.A, Rev, Crm.l, Accts & Regist.n	21 1/2	
7	" N. Venkata Rao	Matric & Revenue	26	
8	" T. V. Thiruvengadam Pillai	F.A, Rev, Crm.l, Accts & Regist.n	17 3/4	
9	" K. S. Rama Iyer	B.A, Rev, Crm.l & Accts	18	
10	" V. Subbalamanya Sastry	B.A, Rev & Accts	19 1/4	
11.	D. Narain Rao	B.A, Rev, Crm.l & Accts	27 3/4	

Sl. No.	Name & revised designation	Qualifications	Total Service yrs	Remarks
1	Superintendents (Contd).			
12	Mr. R. S. Ramachandra Rao	F.A, Rw & Crm!	25 1/2	
13	" M. Rangasami Iyengar	B.A. & Crm!	18	
14	" C. S. Srinivasachar	B.A & Shorthand	6 1/2	
15	" M. A. Singalachar	B.A & Rw.	21 1/2	
		or		
16	" W. Raghavachar	B.A, Rw, Crm!, Accts & Registn.	19 3/4	
	" J. Gopalakrishniyar	F.A, Rw, Crm!, Accts & Survey Training	27 1/4	
	" S. V. Shamiengar	B.A, BL, Rw & Accts	13	
	First Division clerks.			
1	Mr. N. Srinivasiengar	BA, BL, Rw, Accts & Surv Trg	15	
2	Mr. D. Subba Rao	B.A, BL, Rw, Accts, Survey Training	13 1/4	
3	" B Ramachariya	M.A. & Completed L.L.B. Course	16	
4	" M. A. Singalachar	Vide sl. 15 among Supdts	21 1/2	
5	" E. Rama Rao	B.A, Rw, Crm!, Accts Survey Training	20 1/2	
6	" P. R. Venkataramaiya	Matriculation	29	
7	" M. Ramaswamaiya	B.A, Rw, Crm! & Accts	20 1/4	
8	" A. Mallappa	BA, Rw, Crm!, Accts Registn & Civil II	18 1/4	
9	" J. Gopalakrishniengar	F.A, Rw, Crm!, Accts Survey Training	27 1/4	

S. No.	Name & designation	Qualifications	Total Service yrs.	Remarks
	First Division clerks (Continued)			
10	Mr. K. P. Ganapathi Iyer	B.A, Rev, & Handwriting	19 1/2	
11	" S. V. Shamiengar	B.A, B.L, Rev & Accts	13	
12	" B. Govindachar	B.A, B.L, Rev, Accts & Registn	12 1/2	
13	" K. Y. Krishnasami Iyengar	B.A, B.L, Rev, Accts & Registration	12 1/2	
14	" B. L. Narasimhayya	B.A, Rev, Crm!, Accts Registn, Civil I & II, Forest & Prisons	20 1/4	
15	" N. Deva Rao	B.A, Registn & Shorthand (Tutir)	17 1/2	
16	" P. Krishna Rao	B.A, Rev, Accts, Regis & First grade pleadership	12 3/4	
17	" A. Sadasiva Modr	B.A, B.L, Rev, Accts Registn & Precis test	9	
18	" M. Ananthavaradengar	Matric, Rev, Accts & Registn	21	
19	" T. Krishna Rao	B.A, Rev, Crm!, Accts & Registn	15 1/2	
20	" R. Sambayya	B.A, Rev, Crm!, Accts Registn & Precis test	25 1/2	
21	" V. K. Srinivasa Rao	B.A, Rev, Crm! & Accts	19	
22	" R. Krishnachar	B.A, Rev, Crm!, Accts Registn & Civil I & II	21 1/4	
23	" H. V. Krishnasami Iyengar	Matric, Rev, Crm! Accts, Regis, Civil I & II & Handwriting	22	
24	" D. B. Subbarayappa	B.A, B.L, Rev, Accts Registn, Prisons & Survey training	10 1/2	

	Name & Designation	Qualifications	Total Service	Remarks.
First Division clerks (Continued)				
25	Mr. C. Venkataramanaya	FA. & Sanskrit branch of BA.	17 1/2	
26	" M.S. Seshagiri Rao	BA, BL, Rev, Accts Registn & Survey Training	10 3/4	
27	" R. Thammajee Rao	B.A., LL.B, Rev, Accts Registn & Precn	7 3/4	
28	" N. Sitaramaiya	BA, BL, Rev, Accts	11	
29	" B. Subramaniya Sastry	BA, BL, Rev, Accts Registn	7 1/2	
30	" M.A. Jimmarayana Iyengar	BA, FL.	15 3/4	
31	" H.V. Venkatnarasimhaiyar	FA, Rev, Accts & Sanskrit branch of BA	20 1/2	
32	" D. Seshagiri Sastry	B.A., F.L., Rev, Registn	15 1/4	
33	" K. Srikantaiya	Matric, Registn	21 1/2	
34	" K. Pandurauga Rao	BA, L.T, Rev, Crml Accts & Sanitary Dept	13	
35	" S. Navasimhamurthi	BA, Rev, Crml, Accts & Registn	20 1/2	
36	" B. Venkatasubba Rao	BA, LL.B, Rev, Crml Accts & Registn	11	
37	" D. Sitaramaiya	B.A, Rev, Crml, Accts Registn	15 1/4	
38	" D. Rangasami Iyengar	BA, Rev, Accts & Regn	13 1/4	
39	" M. Lakshminarayanaya	BA, Rev, Accts	13	
40	" M. Narain Rao	B.A, Rev, Crml, Accts Registn & Civil I & II	12 1/2	

	Name & designation	Qualifications	Total Service	Remarks
Trial Sr. clerks (Contd)				
41	Mr. B. Suryanarain Rao	BA, Rev, Crm!, Accts & Registn	12 1/4	
42	" T. K. Subba Rao	B.A.	12 1/4	
43	" Mr. C. Srirangachar	BA & Accts & finished 1st & 2d B Course	12	
44	" A. Subba Rao	B.A, B.L.	11 1/2	
45	" H. L. Subba Rao	B.A, Rev, Crm!, Accts & Precis	12 1/4	
46	" K. Venkata Rao	B.A; Rev, Accts & Precis	11	
47	" B. Thammaiya	BA, Rev, Crm!, Accts Registn & Precis	9 1/2	
48	" Srinivasa Rao Jankandi	B.A, Rev, Crm! Accts & Precis	10	
49	" K. Gundu Rao &	B.A, Rev, Precis, & finished 7d Course	9	
50	" L. C. Ramaiya	B.A, Rev	8 3/4	
51	" Mr. S. Raghavachar	nil	12 3/4	
52	" R. Ranga Rao	B.A	12 1/2	
53	" Mr. A. Ramaswamaiya	B.A	13	
54	" S. R. Narasimhayya	B.A & Precis	11 1/4	
55	" B. Venkoba Rao	B.A, & Rev	10 1/2	
56	" H. Narain Rao	B.A, Rev, Crm!, Accts & Registn	19 1/2	

Sl No.	Name & designation	Qualifications	Total Service	Remarks
First Div. clerk (Concluded)				
57.	Mr. A. Srinivasaiya	BA & Rev.	16 1/2	
58	" H.P. Bhaskyachar	B.A, Rev, Crm!, Accts Registn, Civil I & II, & Survey Training	20 1/2	
59.	" S. Immalachar	T.A & Rev & Kannada & BA	20.	
60.	" K.N Krishnasami Iyer	BA, Rev, Crm!, Accts	12 1/4	
61.	" S. Chayapathi Rao	BA. Rev, Crm!, Accts	20.	
62	" C. Chowdaiya	BA	11 1/2	
63	" S.N. Aradhanarisvara Iyer	BA, Precis & Finished TL Course	10.	
64	" A. Venkata Rao	T.A., Rev, Accts	15 1/4	
65	" N.N. Sankara Sastry	TA, Rev, Crm!. & (Sanskrit Prof BA)	15 3/4	
66	" M.N Anandalwar	BA., Rev, & Accts	7 1/2	
67	" S. Kappanna	BA, Rev, Accts & Precis	7 3/4	
68	" C.N Subba Rao	B.A.	9.	Proposed for enlistment in GRS.
69	" S. Nagappa	BA, Rev & Precis	6.	Service in GRS ✱ 1 1/4
70	" K. Srinivasiengar	BA L.L.B.	1 1/4	
	" P.A. Sami Chetty	Matric, Rev, Crm! Accts, Civil I & II	22	

	Name	Qualifications	Total Service	Remarks.
			Yrs.	
	Second Division clerks.			
1	Mr S.K. Venkataramana Iyer	B.A., B.L.	1	
2	" M. Vyasa Rao	B.A., L.L.B.	1 1/2	
3	" T.S. Navaneetagar	B.A.	12	Service in G.R.S 1 yr
4	" K.J. Srinivasaiengar	B.A.	9 1/2	—do— 3 1/2 yrs
5	" A.K. Sankaraiya	B.A.	9 1/4	—do— 2 yrs
6	" B. Srinivasamurthi	B.A.	7 1/2	—do— 1 5/6 yrs
7	" A. Arunachala Mudr	B.A.	10	—do— 1 3/4 yrs
8	" P.G. Sachidanandam Pillay	B.A.	6 1/4	—do— 1 1/2 yrs
9	" M. Rajagopala Iyengar	nil	4	
10	" G. Ramachandra Rao	B.A.	1 1/2	
11	" K. Ramasastry	B.A.	1 1/4	
12	" N.V. Sundaram	B.A.	1 1/4	
13	" R. Srinivasa Rao	B.A.	1 1/4	
14	" B. Mallikarjuna Rao	B.A.	1 1/4	
15	" T.K. Swaminathan	B.A.	1 year	
16	" P.S. Narasimhacharya	B.A.	3/4	

	Name	Qualification	Total Service	Remarks.
	2nd Gn. clerks (Contd.)			
17	Sri M. Rama Rao	B.A.	1/2	
18	" T. Srinivasa Rao	B.A.	1/4	
19	" H. Srikantaiya	Middle School, Rev, Crml.	24 1/4	
20	" M. Narasinga Rao	Matriculation	17	
21	" Mahomed Wahid Ali Khan	F.A.	25 1/2	
22	" G. G. Narasimhachar	Matric + Rev	22 3/4	
23	" E. Subramanya Iyer	Matric, Rev, Crml., + Civil I.	28 1/2	
24	" C. L. Ramachandra Rao	Middle School	26 3/4	
25	" A. Venkatachar	—do—	27 1/4	
26	" B. Narasimhiengar	Matric, Crml.	22 3/4	
27	" Y. M. Subrayulu Naidu	Middle School	27 1/2	
28	" H. Subba Rao	Matric, + Handwriting	22 1/2	
29	" A. R. Chandrasekara	Hd. Botany, Organic Chemistry Veterinary Service, Mudigere Agrl. college Course.	17	
30	" Y. Narasimha Iyengar	Matric, Rev, + Accts	19	
31	" K. Raja Rao	nil	17	
32	" M. N. Subba Rao	Lower Secondary	13 3/4	

	Name	Qualifications	Total Service	Remarks.
2nd Dn. clerk (Contd)				
33.	Mr. S. V. Pitchoo Iyer	Middle School.	27 1/4	
34	" M. Ranganna	—do—	20	
35	" M. Veerasami Naidu	nil	19 1/4	
36	" H. Venkataramaiya	nil	13 3/4	
37	" C. Krishnamurthi Ra	nil	26	
38	" G. H. Vencoba Rao	Middle School.	20 1/4	
39	" C. Nanjaraja Iyengar	S.S.L.C.	3 1/2	
40	" K. Padmanabhaiya.	Matriculation	3 1/2	
41	" M. Venkatnarain	Matric, & Sanly Insp.	3 1/2	
42.	" B. S. Ranganathaiya Rao	Inter & Hand Writing	3 1/2	
43	" H. K. Srinivasacharya Rao	Typewriting (Adv)	3 1/2	
44	" M. R. Narainsami Iyer	Typewriting (Inter), Shorthand (Elem), Book Keeping, Banking & Commerce	3 1/4	
45	" K. V. Ramakrishna Iyer	Typewriting (Inter) Shorthand (Elem)	3 1/2	
46	" A. Chinnappa	Matric Typewriting (Elem) Shorthand (Inter)	3 1/4	
47	" K. N. Narainsami	Typewriting (Inter)	3 1/2	

	Name	Qualifications	Total Service	Remarks.
2nd Div. clerks (Contd)				
48	S. Arumugam	S S L C ; Typewriting Bookkeeping & Corresp^ce	3 1/2	
49	M. Narasimhaiyengar	Nil	17 1/4	Service in GRS - 3 1/4
50	T. Raghavachar	Matric.	3/4	
51	T. Venkatasubbaiya	Matric; Rev, Accts & Excise & Precis & Handwriting S S L C	9 1/2	Service in G.R.S - 2 1/2 yrs
52	L. Srinivasa Rao		2 3/4	
53	Rastham Khan Jamadar	Matric.	3	
54	Mr. G. S Rao.		1/4	
55	" C. Krishnasami Rao Sahib clerk, Dy. Commissioner's office,	Matric & P.A Course Shorthand (gold medal)		Proposed for retention in GRS
56	" K. Ramaswamaiya. Accountant, Economic Survey office	Matric & Accts		do
57	C L. Gabriel clerk, E. Commr's office	S S L C Shorthand (Inter) Typewriting (Inter)		do
58	T. S. Krishnamachari Shorthand writer.	Shorthand. (Adv) Typewriting (Adv) Commerce & Bookkeeping		do
59	S G. Narasimhayya Assistant, Govt Commr's Sch	S S L C Shorthand (Adv) Typewriting (Adv)		do
60	H. Narain Rao	P. A & Sanskrit branch of B A.	10 1/4	Service in GRS - 2 1/2
61	S Narainsami Rao	S S L C Shorthand (Inter) Typewriting	3 1/4	

	Name	Qualifications	Total Service	Remarks
62nd	Dy. clerks (Concluded)			
62	K. Puttegowda	nil	3	
63	N. B. Thammanna	Matric	2 3/4	
64	M. Parthasaradi Naidu	Matric	2 3/4	
65	Md. Abdul Rahman Khan	S.S.L.C.	2 3/4	
66	M. Rajagopalaiyar	S.S.L.C.	2	
67	R. Narahari Rao	Matric	1 3/4	
68	D. Appadoray	Matric	1 1/2	
69	Abdul Basith	Matric	1 1/4	
70	S. V. Subbarayan	S.S.L.C. Typewriting	5 1/4	
	Typists			
1	B. Krishnamurthi	Typewriting	15 1/4	
2	H. Sundar Rao	Matric, Accts. Typewriting	6 1/4	

17/4/18

17.1.18

41	Mr. Y. S. Narasimha clear	2nd Dr. clerk	65+5	Represents that he has had no promotions for the past 11 years + prays that he may restored to his proper place in the allocation	Supported by the Rev Secy: Put in Eligibility list
42	Y. Narasimmangar	Do	59	Represents that he has been doing case work + prays for promotion to 1st grade	~~May be put in~~ ~~1st Rev Secy & Engrs~~ Include in eligibility list.
43	B.B. Sankara Rao + Yoganarasimiah	Setters on multigraph	30	Prays that they may be exempted from passing the Competetive Exn + placed in the 2nd Dr. Clerkship	Nil comments as applicants.
✓ 44.	K. Ramaswamia	~~Accountant~~	50.	The Editor, Economic Journal forwards the application of K. Ramaswamiya, an accountant of his office, praying for a clerks post in G.R.O.	Selected for II

58				DO from Mr Zaharudin Meeran re M. Abdul Basith for promotion	~~confirmed~~ Selected for II
59				File re confirmation of certain Offrs in revision Contg Mr Dw Nara Singa Rao's note.	Considered.
60	Mr W. Raghavachar	1st Dn clerk	85	Prays for a Superior ~~[illegible]~~ place.	Will get a temp. or permt promn.
61	S. Ganapati Sthanikarpuram B.a. H.			Prays for a 1st Dn clerk's place.	Applies maybe rejd.
62	H. Sundara Rao	D + D clerk	50	Prays for a permanent place in the Sects:- Rs 20 Confln off	Selected for IV
63				DO from Private Secy to Dewan re arranging of old confidential papers of the Dewan's office.	
64	Mr P.G. Sachidanam Pillai BA	Ag 1st Dn Clerk	40	Prays for confirmation on ~~[illegible]~~ higher pay than the	Impossible...

51	Mr S. V. Krishnaswamy Iyer	Dt Sht Kolar	150	Prays for Chief Superintendents post	Not possible
52	B. S. Varada Iyengar	Dy Comrs Office Kolar 50 Rs		Prays for 1st Dn Clerk's place in the Secto-	Not possible
53	Mr A. Srinivasiah	Sub-1Dn Clerk		His position & pay in the forthcoming arrangement be fixed & restore him to his rank.	Will get 80 Rs
54	B. Lakshmi Narayan Jois	Advocate		Prays for a decent appointment in the Secto.	Not possible
55	Muttu Kumaraswamy	clerk H. Secto Estb.		Prays for confirmation in one of the addl appointments sanctioned for the Secto.	H. Secy recommends. Not possible
56	B. S. Ramachandra Rao	2nd Dn clerk	Rs 31	Prays to start him on a pay of Rs 39	Will get 36
57	Siramaiah clerk Dy Comrs	Office Kolar		Prays for a place with promotion to his present pay	May be considered in regular Staff.

45	Mr. G. H. Venkoba Rao	2nd Dn. Clerk	50	Prays for 1st Dn. clerk's place.	not possible.
46	Mr. S. Nagappa	Sub 1st Dn.	60+20 (40+20 +20)	That he may be permitted to draw his increments in the grade from time to time in consideration of his previous services	to be selected for I.
47	Mr. Gopal Krishnaiyer	1st Dn. clerk now Manager Office of Dr. of Industries	85 now 150	File re reversion of Mr. Gopalakrishnaiyer to the Secretariat	will be taken into Secretariat.
48	Mr. A. Venkatachar	2nd Dn. clerk	70	Prays for a place in the 1st Dn.	not possible now.
49	A. Chinnappa		31	Prays for 3 increments in the revision	will get 36.
50	C. Krishnasami Rao Sahib	Short hand typist on Rs. 50		Prays for short hand [illegible] and reporters in the Secty.	Selected for II.

				been placed in the 1st Dn in 1914 on a starting pay of Rs 55	
6	" R. Ranga Rao	1st Dn clerk	65	That proper rank may be given to him in the gradation list	He will get one increment — No reason to interfere with rank —
7	" H. N. Sankara Sastry	Ag Do included in the eligibility list	59	Prays for confirmation on Rs 75/- as 1st Dn clerk without prejudice to the position he would have had if he had been placed in the 1st Dn in 1914.	Will get 65.
8	" M. Narasinga Rao	2nd Dn clerk	65+19 P.A	Complains of the injustice done to him in 1914 re. Org-nization & prays that he may be restored to grade and pay he had in 1914 & the bar of ineligibility removed. as he has all along been a case worker.	made eligible for 1st Dn
9	" P. A. Sama Setty	Do-	65+35	That his pay & status may be brought to the level of Mr B. Seshagiri Rao Supdt. & that he may also be granted a p. a. of Rs 50/-	He will be entitled 1st Dn

10	Mr. M. Lakshmi narasiah.	1st Dn clerk	65	That the increment withheld to him in 1914 may be considered as having been sanctioned so that he may get a salary of Rs 70/- from 1st July 1917.	In the 1914 re-organization he was placed in the 1st Dn on probation on a starting pay of Rs 50/ only. 7 - 1 - 75 will get 75 -
11	" S. Chayapati Rao	Ag 1st Dn clerk	70	Prays for a transfer to the Rev or Excise dept if he can not be included in the list of candidates eligible for Sheristadari, as he has no bright prospects in the G.P.S	Pr. appln may be forwarded. will get 75.
12	" A Venkat Rao	Do	57	Prays for confirmation as 1st Dn clerk.	C. 1 will be confirmed.
13	" S. Kappanna	2nd Dn clerk included in the eligibility list	50	Prays that he may be placed in the 1st Dn & his proper rank restored.	C. 1 will be placed in 1st Dn. Any other concession be For the last 4 years has been serving in other offices with his lien on the 2nd Dn clerkship in the G.P.S. He is now a clerk on Rs 70/- in the University Office. may maybe considered in case he revert to Rs 60
14	" K. J. Srinivasiengar	2nd Dn clerk	27	Prays for promotion to the 1st Dn * Stamps & Excise	At the time of entertainment he was not a graduate & has since passed the B. a - Degree Exn - will get 45 in 2nd Dn will get in 1st

15	M. Rangacharya	Ho Clerk Record Sorting Estt on Rs 70/- + Do	59	Prays for a 1st Dn clerkship in consideration of his long service & hard work	He case cannot be put in 1st Dn.
16	M. Veerabasaiah Naidu	2nd Dn	59	Prays for a 1st Dn clerk in view of Spl Services rendered under the General Secretaries & members of Council	Put in eligibility list
17	B. Srinivasamurti	Ag 1st Dn	40	Prays that his acting tenure may be treated as sub-pro-tem or re transfd to Hassan Dn on a permanent pay of Rs 40/-	He holds a substantive appointment of Rs 35/- in the Hassan Dn will get 45 in II with eligibility to I.
18	H.H. Sreenivasiengar	2nd Dn clerk	31	Prays for promotion to 1st Dn in consideration of his spl qualifications in typing & shorthand.	recommended. 36 will get 36.
19	H. Narayan Rao	Ag Do	28	Prays for promotion to 1st Dn	will get 30 R. permanent II
20	S. Narayanswami Rao	Ag Do	25	Do	will get permt II.

21	R. Naiyappa	Ag 2nd Dn clerk	25	Prays for confirmation	must wait.
22	P. Krishnamurti	Do—	25	Do—	will be confirmed in 20th Typist
23	T. Venkatasubbiah	2nd Dn Clerk on probation	29+1	Prays that he may be started on Rs 39	will get permt II in 33.
24	K. Padmanabiah	2nd Dn Clerk	31	Prays that he may be started on Rs 50/-	will get permt II in 36.
25	Mr. Md. Walid Ali Khan	Do—	65+11	Prays for promotion to 1st Dn	Eligibility list.
26	" M. Rangasami Iyengar	Multigraph clerk	60	— Do—	Eligible list - permt II in 60.
27	" S. Ramaswami Iyengar	Ag 2nd Dn clerk	25	Prays for confirmation as 2nd Dn clerk.	must wait
28	B. Srinivasiah	Clerk, Record Sorting Section	45	— Do—	Not possible - To Rd
29	Mr. M. Sankara Rao B.A. B.L.	Clerk Rev Comm's Office	40-2-50	Prays for a suitable appointment in lieu of Probationership.	He is on long leave - Not possible.
30	Mr. M. Narayan Rao	Accountant Pr VIII	80	Prays that he may be taken to the Secll on a permanent	may be considered as a vacancy - (Eligibility list)

75	Mr. M. Narayana Rao	Bangalore		States that he is a first grade pleader in Bellary & prays for a place on Rs 70/-	not possible just now.
76	Mr. A.R. Sankarish	Ag. 1st Dn Geol. Section	40	Prays for ~~the~~ permanent 1st Dn clerk's place	selected for IV regt
77	J. S. Krishnamachari	Shorthand writer Chief Court	48		Secy's order. Regr Please note this name and bring up in connection with filling up Vacancies in 2nd grade. Selected. 7/12/17
78	Mr. J. Subba Rao	I Dn clerk	100	Praying that his claims for a Supr place may be Considered.	He was placed on probation during the Revision of 1914 and took Casual Leave thereafter. His probationary period was over only on 27-6-17 and he was confirmed then. His case was fully considered by the Committee and it was decided that he has to wait for a Branch change provided he continues to be zealous & to do good work &c.

				pay of Rs 80/-	
31.	Mr. A. Subba Rao B.a. B.L.,	1st Dn clerk	65	Prays that concession recently shown to some Law graduates may be extended to him also	Will get 75.
32	M. Vyasa Rao B.a. L.L.B	Ag 1st Dn	40	— Do —	Cumpsn II as 51 + 6 allt in I.
33				Memorial of ag + temporary clerks that they may be exempted from sitting for the compve Exn + confirmed.	Some men have been have been selected & in future 1/3 yrs nos 50 pc vacancies may be filled from outsiders by selection without Compve exam.
34				Do - of the 8pl. estt. praying for permanent 2nd Dn. Clerk ships	
35				D.O. letter from Secy E+A recommending that Mr Subba Rao manager of ~~the~~ Ec Conf. Office may be taken to G.R.S + deputed for work in the Conference Office	- He has been selected for I Dn

✓ 36	S[illegible] N[illegible]	Applⁿ of S. S. Narasimmiah Stenographer for an appointment on Rs 50.		Selected L W
✓ 37	[illegible]	Representation of Mr C. L Gabriel of the Ee Conf. Office for 1st Dv clerkship 45		Selected for D Dv
38		File re the entertainment of Stenographers as personal clerks to the Secys.		
39		File re appointment of a reporter for reporting the proceedings of Mr meetings		This maybe separately considered.
40	Lakshminarasimhaya	Applⁿ of Lakshminara Simmiah clerk of the Ee Conf Office praying for a permanent 2nd Dv clerkship of Rs		May wait.

				minimum of 1st Dn clerk.	
65	Mr M.S. Raghavachar	1st Dn clerk	55	Prays that he may be placed on a rank above the clerks who have passed the confirmation Exn along with him & that he maybe given the same pay which the other clerks get now.	Not included in list will get a double increment.
66	"A. R. Chandrasekhara Mudaliyar	— do —	61	Prays to restore him to his former place & grant him the long over due promotions.	Eligibility list
67	M. Varada Rao	Short hand writer Sandalwood oil factory	Rs 50	Short hand writer's place in the Secretariat.	not possible
68	T.S. Narainappa	Accountant Br VI		Requests that he may be taken to the Secretariat permanently as 1st Dn clerk	Forwarded by Secy E & A with recommendation. Permt & advt

69	Mr. S. Srinivasiengar	Supdt.	190	Requests that he may be given the maximum pay of the present grade; if the benefit of the revision is not extended to him.	With ref 200 -
70	H. C. Subba Rao			D.O from the Private Secy to the Dewan re Mr. H.C. Subba Rao	Double increment.
71	officials.			Memo of representation presented by Offrs of G. R.S in person.	Some get double & some single increment.
72	Mr. B. Narasimmiengar	2nd Dn clerk	65	Prays for 1st Dn clerk's place.	Slightly 1/1-
73	M. Rajagopalaiengar	Ag Do	25	Prays for confirmation as 2nd Dn clerk	Selected for confn.
74	S.V. Subbarayan	Ag Do	25	—Do— from date of joining.	Most junior. Since there is a vacancy he may be taken in Dn. 13/12

	Mr. T.K. Sameswara Iyer	Apptt Supdt	150	That he may be appointed as Regr or an Asstt: Secy or at least as Chief Superintendent.	Not for the time being. For future consideration will be made suitably.
2	" B.V. Narasimmiah	- Do -	150.	That he may be treated as having acted as Asstt Superintt against a vacancy with retrospective effect from 4-4-11 & his increments calculated from that date.	In the case of B. Seshagiri Rao's case, it has been ordered that retrospective effect cannot be given. File put up. Cannot be done.
3	" M. A. Singlachar	Permanent 1st Dn clerk now Manager University Office	95 temporary pay 150	That he may be appointed as Superintendent.	He was temporary Apptd Supdt University Section at the time of his transfer to the University Office. He has been given option to revert to Asstt.
4	" S. Tirumalachar	Sub. 1st Dn clerk.	65	That he may be confirmed as 1st Dn clerk on Rs 75/- from 1.7.17.	Cannot be confirmed will be confirmed after 75.
5	" K. N. Krishnaswami Iyer.	- Do -	60	That he may be given the pay he would have got if he had	We cannot reopen the old question. Will get 75.

Confd No H 7054 dy 25/5

Giving effect to the Reorganisation of the General and Revenue Secretariat.

Proceedings of the Government of His Highness the Maharaja of Mysore.

****

R e a d:-

Government Order No.G.5521-27/ G.M. 33-17-1 dated 13th October 1917 passing orders on the re-organisation of the General and Revenue Secretariat.

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Order No. G.15947-53/G.M.33-17-5

Dated Bangalore, 23rd May 1918.

The several questions referred to in the Government order read above were considered in detail by a Committee composed of the Secretaries to Government in the General and Revenue Secretariat. ~~and the recommendations submitted by them are printed in extenso as enclosures to this order.~~ The recommendations of the Committee are given in Appendix to this order.

2. The principal points in the proposal of the Committee are noticed below:-

(1) Reconstitution of the existing Branches and Sections with a view to bringing one or more complete Branches under the control of a single Secretary or Secretariat Officer.

(2) Confirmation of the existing tem porary establishment of one Assistan Superintendent, three First Division Clerks and one Accountant now sanctioned for the extra work of the University, Education, Industries - and Commerce Sections of the Secretariat ~~and bringing the same into line with the permanent establishment.~~ on the rate they now sanctioned in the permanent estt.

(3) Promotion and distribution of the existing officials in the revised grades according to seniority and merit and the grant of advance increments to selected officials.-

(4) Formation of a class of officials eligible for promotion to the First Division clerkships as vacancies - occur.

This class comprises ~~of~~ seventeen graduate clerks now acting in temporary First Division vacancies, one temporary printing clerk placed in charge of the Multigraph and nine old officials of the General and Revenue Secretariat now in the Second Division who are fit for promotion to the First Division.

(5) Appointment of four shorthand typists of suitable qualifications and the confirmation of competent acting clerks in the Second Division vacancies with due regard to communal representation.

(6) The setting apart of 50 per - cent of the future vacancies in the Second Division for the confirmation of competent men by selection from among the large list of acting - clerks of experience in the General and Revenue Secretariat, the remaining 50 per cent only being filled - up according to the rules of recruitment.

(7) The constitution of a new -- branch called the "Confidential - Branch".

(8) Fixing the duties of subordinate Secretariat Officers.

(9) Fixing the relations of the - Chief Secretary with the other Secretaries to Government in the General and Revenue Secretariat.

3. Government approve of the recommendations of the Committee as set forth in the enclosures with the following - modifications:-

(1) The work of the General and Revenue Secretariat will be distributed into five main groups, each under the immediate control of a Secretary to Government as detailed ~~in the Chief Secretary's Note dated 27th February 1918. (Printed in extenso.)~~ in Appendix I.

(2) The functions of the several Secretaries and their relations to one

one another and the duties of the Registrar and other Secretariat Officers have been definitely formulated in an Official Memorandum which will issue separately.

(3) The appointment of a Deputy Registrar in lieu of a Chief Superintendent.

IV. The recommendations of the Secretariat Committee in regard to the appoint-ments, promotions, initial pay, increments, etc., are also approved with slight modifications and a revised gradation list showing the establishment as now sanctioned is appended hereto.(Appendix II.). The arrangements will have effect from the 13th October 1917 and the extra cost on this account during the current year will be met out of the special provision made for the Re-organisation of the General and Revenue Secretariat.

6/5/18

Chief Secretary to Govt.

To

The Comptroller, thro' Br.II.

The Secretaries to Govt.

KNN.

Tabular Statement of representations received from the Officials of the General & Revenue Secretariat in connection with the recent re-organization scheme.

Serial No.	Name	Present	Remarks

annexed statement shows the
bution of work and of officials
General & Revenue Secretariat
~~ill in future be styled "the~~
~~Civil Secretariats."~~

HIEF FEATURES OF THE NEW
RRANGEMENTS ARE:-

main divisions of the Office
known as Secretariats viz.
ecretariat, Financial Secre-
Revenue Secretariat, Educatior
retariat and Muzrai Secretariat,
er the immediate control of the
pective Secretaries as detailed in
element appended hereto.

Each Secretariat will have a
nch for routine work (viz. Diary
istering, despatching, recording
typing) and one or more case work
nches.

Each Case Work Branch will have a
erintendent under the Assistant
retary or Under Secretary who will
pect the Branch as per Standing
r.

The routine branch in each Secre-
at will be in the charge of the
r Superintendent of that Secre-
and will be inspected from time
e by the Registrar or Deputy
rar.

The Branches dealing with confi-
al work and Office business com-
o all the Secretariats will work
the Chief Secretary.

No. G.1190-95/G.M. 33-17-6.

OFFICIAL MEMORANDUM

In pursuance of Government Order No. G.5521-7/G.M.33-17-1 dated 13th October 1917 the following rules defining the relation to each other of the Secretaries to Government in the General and Revenue Secretariat and the duties and responsibilities of the Subordinate Secretariat Officers are issued.

I. Mutual Relations of the Secretaries to Government in the General and Revenue Departments.

(a) CHIEF SECRETARY.-The position and functions of the Chief Secretary will be as follows:-

1. The Chief Secretary will be in charge of such branches of work as may be assigned to him from time to time.

2. He will be responsible for Council work and prepare cases for circulation.

3. He will be in direct charge of the Confidential Branch and will along with the Secretary of the Department concerned deal with all personal questions (e.g. appointment, promotion, leave, transfer, punishment &c relating to graded Officers.

4. He will be in charge of political matters and work connected with the Representative Assembly and the Legislative Council, and all other work, which has not been specifically assigned to any department or which requires co-ordination.

5. He will co-ordinate the work of all the Secretaries to Government and will help the administration and the Dewan in working up all urgent and special cases that may be referred to him, to whatever department they may belong. He will also deal with any miscellaneous work not assigned to any other department.

6. He will be the Chief Officer responsible for the general work and discipline of the entire General and Revenue Secretariat and is empowered to inspect any Branch and take (in consultation with the Secretary of the Department concerned) disciplinary measures to check delays and irregularities.

7. He will fill all temporary and acting vacancies in II Division clerk ships and propose acting arrangements for 1st Division clerkships and all permanent appointments in the 2nd Division.

Proposals for permanent appointments in the I Division and arrangements in the higher grades will be made by the Committee of the Secretaries.

8. Under and Assistant Secreteries and the Registrar will be proposed by the Committee of the Secretaries viz. the Chief Secretary, the Financial Secretary, Revenue Secretary, Secretary, Education and Agriculture and Joint Secretary, Muzrai .

9. He will take measures to coordinate the work of the whole Secretariat and use the Registrar as the Chief medium for such work.

10. In respect of the entire establishment of the Secretariat he will exercise the following powers without prejudice to the powers of the other Secretaries, specified in (b) infra.

(a) withholding or postponing increments for one year,

(b) degradation and suspension for 3 months, subject to appeal to Goverment.

(c) sanctioning increments of clerks

(d) fining clerks to an amount not exceeding Rs. 10/-.

(e) recording opinions on the work of officials in the Character - Rolls.

(b) OTHER SECRETARIES.- The Financial Secretary, the Revenue Secretary, the Secretary, Departments of Education & Agriculture and the Joint Secretary, Muzrai Department will deal with all papers relating to their respective departments.

They will be held directly responsible for the discipline and proper discharge of work in the branches under their charge.

In respect of the Establishment - under their charge they will have the powers referred to in para 10 (c) (d) and (e) above.

The inspection of the Secretariat contemplated in rule 40 of the Manual of Essentials for Secretariats will -- be conducted jointly with the Chief - Secretary as laid down in O.M.No. G. 6827/G.M.373-17-1 dated 22nd November 1917.

II. Duties of Under Secretaries and Assistant Secretaries.

(a) The duties of the General and -- Revenue Secretariat Officers dealing with case work will be as follows:-

(1)

(1) They will see that the case work of the Branch is done promptly and satisfactorily and examine the arrears and suspend lists, lists of periodical returns and reports and file registers from time to time, and bringing cases of delay and irregularity to the notice of the Secretary.

(2) They will unhesitatingly and invariably notice careless or slovenly or perfunctory work or conduct on the part of the officials and send their remarks to the Registrar for incorporation in the Character Roll, when so ordered by the Secretary (GP) as concerned.

(3) They will be responsible for the correctness of every statement made in the notes, for the proper exposition of precedents or other authority and for well-considered suggestions for action.

(4) They will always indicate the points on which orders are required at the end of their notes.

(5) They will see that noting and referencing are done strictly in accordance with Rules 128 to 133 and 140 to 142 of the Manual.

(6) They will note whenever necessary

(i) whether a matter is Council Subject or not,

(ii) whether the Financial Department should be consulted

(iii) whether any unofficial consultation is needed.

(7) They will be specially responsible for the language, the sense and the completeness of drafts whether prepared by themselves or not.

(8) They will undertake drafting in important or difficult cases such as Reviews of Annual Departmental Reports &c.

(9) They will prepare draft Notes of submission to His Highness, or Final Notes when so ordered, in all cases marked Confidential.

(10) They will see that notes and drafts are sent type-written as far as possible & pay special attention to tidiness of notes and drafts.

(11) They will call for and obtain such further information as may be obviously necessary for the satisfactory disposal of a case.

(12) They will cultivate the habit of taking up difficult or important cases to the Secretary concerned for personal discussion.

(13) They will satisfy themselves everyday before leaving Office that no immediate file sent up by them to the higher

officers which is likely to be or should be disposed of the same day, if remains without being attended to and without necessary orders thereon be--ing issued.

(14) They will maintain a list of important or urgent files and watch the several stages thereof up to completion; and bring to notice from time to time inordinate delay in the disposal of any case at any stage.

(15) They will maintain lists of important and urgent continuous items up to the number of 12 in each case.

(16) They should of their own accord prepare subsidiary rules which may be of more direct application to their Branches with a view to maintain the work of the Branch at a high level of efficiency and credit.

(17) They are expected to show initiative and bring matters requiring improvement or action to the notice of the Secretary concerned with a view to foresee and prevent difficulties cropping up at any future time. Any original suggestions for improving the work of the Branch will be appreciated.

(18) They will be responsible for the strict observance of the rules of procedure and bring to notice of Secretary

Secretary in writing cases of infringement.

(19) They may submit direct to Members of Government routine non-schedule cases which may be disposed of on the sole authority of the Member.

III. The duties of the Registrar shall be as follows:-

(1) He will scrutinize the attendence registers of the whole Secretariat - every day & see that the officials attend Office punctually.

(2) He will open all covers addressed to the General and Revenue Secretariat, mark the date of receipt on each letter sent it to the Superintendent of the proper branch for further action with instructions for urgent submission of letters, requiring immediate attention. He will also submit each day an abstract of important receipts to Members of Government through the Secretaries.

(3) He will open the Residency letters and distribute such of them as have to be dealt with in the General & Revenue Secretariat and send copies of letters of extraordinary importance to the Secretary and the Dewan in the first instance.

(4) He will pay special attention to the Residency Correspondence and issue reminder-Telegraphic where absolutely necessary-to obtain prompt replies - from Subordinate authorities.

(5) He will be in charge of the Cash Section, Records, Library, Stationery, Secretariat Printing, General Despatching and Translation Section & Stores, and the routine Sections of the Civil ~~Departments~~ Secretariat.

(6) He will maintain a character roll of censure, punishment or commendation passed on every member of the Office Establishment.

(7) He will be responsible for the proper maintenance of Service Registers and Establishment lists corrected up-to-date and will propose increments as they fall due.

(8) He will be in charge of the menial establishment of the whole Secretariat and will attend to their proper distribution with the help of the Cashier. He will have power to make acting appointments and temporary promotions among menials and will obtain the Chief Secretary's sanction for all permanent arrangements.

(9) He will make proper arrangements for the efficient despatch of all communications, orders etc. - which issue from the Secretariat.

(10) He will check and initial every entry in the Cash Book and cancel all expenditure vouchers not filed with the Contingent Bills.

(11) He will examine the General Ledger every Monday and give permission whenever new Ledger heads have to be opened.

(12) He will check Contingent Bills with the Contingent Register and the Cash Book.

(13) He will verify the actual cash balance with the Cash Book and certify to that effect once a month at odd intervals.

(14) He will check and sign pay and allowance bills of the establishments.

(15) He will examine each month the Acquittance Roll and satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been duly - posted in the Cash Book.

(16) He will be in charge of arrangements connected with the Executive and Legislative Council Meetings held in the Secretariat premises.

(17) He will work directly under the Chief Secretary as his personal Assistant.

(18) He will also be Secretary to the Committee of Secretaries.

(19) He will inspect the sections under his control under Rule 40 of the

Manual of Essentials and see that order and tidiness are generally maintained.

(20) He will maintain a standing list of all Office Circulars and Memos issued.

(21) He will deal with Office appointments, suspensions and dismissals, - leave and promotions.

(22) He will also supervise the - training of new men entertained for work in the Secretariat.

(23) He will also arrange for the needs of the Office in regard to forms, Stationery and furniture.

(24) He will as hitherto continue to do the duties of the Special Officer in connection with the Birthday and Dasara Arrangements - the Deputy Registrar being in charge of his current duties during his absence from Head Quarters.

IV. Duties of the Deputy Registrar

(1) He will be directly in charge of the English and Vernacular Records & the Secretariat Printing Section and will have custody of the Confidential collections sent to the records for safe custody. Subject to the general control of the Registrar, he will be primarily responsible for the management

management and supervision of the routine work of the Secretariat.

(2) He will be in charge of the Registrar's Office work when the latter is absent from Head Quarters on special duty or otherwise.

SVS

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 15947-53—G. M. 33-17-5, dated 23rd May 1918.

Reorganisation of the General and Revenue Secretariat.

Passes orders on the several questions arising out of the ——.

W D A2325—GPB—30-5-18—400

No. G 15947-53-G. M. 33-17-5, DATED 23RD MAY 1918.

ENCLOSURE I.

First Meeting.

MEETING OF THE SECRETARIES TO GOVERNMENT IN THE CIVIL DEPARTMENTS.

Held on Monday the 26th November 1917.

PRESENT:

Mr. C. S. Balasundaram Iyer, B.A.,
Chief Secretary to Government.

Mr. B. Ramaswamaiya, B.A., B.L.,
Officiating Secretary to Government,
Revenue Department.

Mr. P. G. D'Souza, B.A., B.L.,
Secretary to Government,
Departments of Education and Agriculture.

Mr. G. Aravamudu Iyengar, B.A., B.L.,
Joint Secretary to Government,
Muzrai Department.

Rajamantra Pravina Dewan Bahadur
Mr. J. S. Chakravarti, M.A., F.R.A.S., etc.,
Financial Secretary to Government.

RECOMMENDATIONS.

I.—With a view to placing one or more complete Branches under the control of each Secretary or Secretariat Officer the following transfers of Sections may be made:—

		From	To
(1) Separate Revenue and Stamp Sections	Branches	II	IV
(2) Registration Section	Branches	III	IV
(3) Medical, Sanitary and Malnad Improvement Sections	Branches	IV	III
(4) Meteorology	Branch	V	VI

(5) The Agriculture Section of Branch I to be styled 'Revenue Miscellaneous.'

Under this arrangement, the Chief Secretary will have charge of Branches III and V, Revenue Secretary of I and IV, Secretary Education and Agriculture of VI, Joint Secretary of VII and Financial Secretary of II.

II.—The present Typing Section may continue with a staff of 11 hands under the supervision of a Superintendent and do the fair copying work of all Branches and Sections of the Secretariat, excluding Branch VII which will have its own typist.

Confidential work shall always be done by two typists to be named and under the personal supervision of the Superintendent.

III.—As an experimental measure a separate recording section with 6 hands under the control of the Superintendent, Typing Section, may be formed to do the recording work of all Branches and Sections excepting Branch VII, which will have its own recorder.

A report on the working of the Section may be submitted after three months.

IV.—The strength of the different Branches and Sections as now constituted may be fixed as shown in the accompanying statement.

The temporary staff of one Assistant Superintendent, three First Division Clerks and one Accountant now working in Branch VI on University and other work will continue as at present as this staff was not provided for in the original revision proposals and cannot be found from the permanent strength now sanctioned. This staff has to be confirmed and brought into line with the permanent establishment as regards pay, etc.

No. G. 15947-53—G. M. 33-17-5, DATED 23RD MAY 1918.

Statement showing allocation of officials to the several Branches and Departments.

Existing staff			Head of distribution	Proposed staff			Remarks
Superintendent	First Division	Second Division		Superintendent	First Division	Second Division	
2	7	3	Dewan's Office	2	7	3	
...	1	1	Establishment of the 1st Member	...	1	1	Typist on Rs. 30.
...	1	1	Do 2nd Member	...	1	1	Do
			BRANCH I.				
1	11	7	Land Revenue	2	11	6	
...	...	...	Land Survey ...	...	...	...	
...	...	...	Forest ...	...	...	...	
...	...	...	Revenue Miscellaneous ...	...	...	...	
			BRANCH II.				
1	9	5	General Finance ...	1	6	5	
...	...	...	Banking ...	...	...	...	
...	...	...	Salaries and Allowances ...	...	...	...	
...	...	...	Post and Telegraph ...	...	...	...	
...	...	...	Civil Accounts ...	...	...	...	
...	...	...	Census ...	...	...	...	
			BRANCH III.				
1	4	5	Courts	2	6	4	
...	...	...	Police ...	...	...	...	
...	...	...	Prisons ...	...	...	...	
...	...	...	Legislation ...	...	...	...	
...	...	...	Medical ...	...	...	...	
...	...	...	Sanitation and Malnad Improvement.	...	...	...	
			BRANCH IV.				
1	11	4	Separate Revenue	2	7	6	
...	...	...	Registration ...	...	...	...	
...	...	...	Local and District Boards ...	...	...	...	
...	...	...	Municipalities and City Improvements.	...	...	...	
			BRANCH V.				
1	8	7	Press	2	8	7	
...	...	...	Stationery ...	...	...	...	
...	...	...	Military ...	...	...	...	
...	...	...	Amrit Mahal ...	...	...	...	
...	...	...	Mines and Geology ...	...	...	...	
...	...	...	Miscellaneous including Palace and Political.	...	...	...	
			BRANCH VI.				
1	5	2	Education	1	5	4	Exclusive of the temporary staff of one Assistant Superintendent, three 1st Division clerks and one Accountant to be continued.
...	...	...	Agriculture ...	...	...	...	
...	...	...	Industries ...	...	...	...	
...	...	...	Commerce ...	...	...	...	
...	...	...	Exhibition ...	...	...	...	
...	...	...	Conference ...	...	...	...	
...	...	...	Co-operation ...	...	...	...	
...	...	...	University and Meteorology ...	...	...	...	
1	4	...	Temporary Establishment ...	1	4	...	

No. G. 15947-53—G. M. 33-17-5, DATED 23RD MAY 1918.

Statement showing allocation of officials to the several Branches and Departments—*concld.*

Existing staff			Head of distribution	Proposed staff			Remarks
Superintendent	First Division	Second Division		Superintendent	First Division	Second Division	
			BRANCH VII.				
1	2	5	Muzrai	1	4	6	Including typist and recorder.
			CASH SECTION.				
1	3	2	Office work and Accounts ...	1	3	4	
1	...	4	GENERAL RECORDS ...	1	...	5	
...	...	...	PRINTING SECTION ...	....	1	...	
...	1	...	VERNACULAR RECORDS ...	...	1	1	
...	...	2	GENERAL DESPATCHING SECTION.	...	...	2	
1	3	1	REPRESENTATIVE ASSEMBLY SECTION (DASARA).	1	...	...	Additional staff required for these sections and Budget work to be met out of lump sum grant during seasons of stress.
...	...	...	TRANSLATION	1	4	...	
1	...	...	ADMINISTRATION REPORT SECTION.	...	...	...	
			APPOINTMENT BRANCH.				
...	2	2	(1) Confidential Section ...	1	5	...	
...	...	11	TYPING SECTION	....	...	11	
...	...	...	RECORDING SECTION ...	1	...	6	
...	...	...	Total ...	19	70	72	
...	...	...		1 Asst. Supdt.	4	...	Temporary.

FINANCIAL SECRETARY'S NOTE *re* PROVIDING TWO SUPERINTENDENTS FOR BRANCH II.

I have got prepared two statements, (1) showing the existing distribution of work in Branch II and (2) the distribution of work proposed by Assistant Secretary, Finance, after re-organization.

I consider that in addition to the staff of one Superintendent and eleven clerks allotted to Branch II in the re-distribution of hands one Superintendent is very necessary.

This additional hand is not for merely supervision but for actual working up of important cases referred for the opinion of the Finance Branch.

I need hardly say that the work relating to referred cases, especially those coming from the Public Works and Railway Department for submission to Dewan, is a very important one and peculiar to the Finance Branch. And the staff of one senior hand plus two clerks proposed by the Assistant Secretary for that work is quite necessary and may be allowed.

Two Superintendents are allowed for Branch III in the redistribution and as the number of clerks given to Branch II is one more than that of Branch II, I do not think there need be any hesitation to allot one more senior hand to the Finance Branch, considering the very important nature of work to be entrusted to him.

No. G. 15947-53 - G. M. 33-17-5, dated 23rd May 1918.

PROPOSED DISTRIBUTION OF WORK.

1.	Superintendent ...	
2.	Case Worker ...	Referred cases of General and Revenue Secretariat and other Sections, Public Works and Railway cases.
3.	Do	
4.	Do	Loans, Advances, Civil Accounts (routine), Insurance-Provident Fund, Family Pension Fund, Post and Telegraph cases.
5.	Do	Budget, Ways and Means Estimate, Resource Estimate, Re-appropriations, Pensions, Audit and Appropriation Report and Local Audit Report.
6.	Do	Comptroller's Office communications—other than routine drafts with by 4 and 5 (*e. g.* system of accounts in *re* Mr. Datta's notes, questions relating to Comptroller's Staff, etc.,) Banking and Investments including transactions with the Madras Bank, Mysore Bank, Messrs. Coutts & Co., the Accountant-General, Madras, etc.
7.	Do	Political Pensions, Stores, A. & C. slip to Mysore Service Regulations, Communication Cases, Returns.
8	Do	Diarist.
9.	Do	Despatcher.
10.	Do	U. O. Register.
11.	Do	Miscellaneous Register, Communication Register, File Register, Salaries and Allowances, Suspense Register, Salaries and Allowances.
12.	Do	File Register of General Finance, Suspense Register of General Finance.
13.	Superintendent	In charge of the Branch.

PRESENT DISTRIBUTION OF WORK.

1.	Superintendent	In charge of the Branch.
2.	Case Worker	Loans and Investments, Advances, Post and Telegraph Cases, Civil Accounts, referred Cases of Branch V, General and Revenue Secretariat.
3.	Do	Pensions, Insurance, Banking, (Mysore Bank and V. D. Savings Associations), Provident Fund, Family Pension Fund, referred cases of Branch I and III.
4.	Do	Budget, Ways and Means Estimate, Re-appropriations, referred cases *re* revision of Establishments and affecting Budget grants.
5.	Do	Comptroller's Office, Communications, Transactions with the Madras Bank; Messrs. Coutts & Co., the Accountant-General, Madras, etc.
6.	Do	Political Pensions, Stores, Addenda and Corrigenda slip to Mysore Service Regulations, Communication Cases Returns. Referred cases of Branch IV, VI and VII.
7	Do	Public Works and Railway Department cases.
8	Do	Diarist.
9	Do	Despatcher.
10	Do	U. O. Register.
11	Do	Recorder.
12.	Do	Miscellaneous Register, Communication, Register, File Register, Salaries and Allowance, Suspense Register, Salaries and Allowance.
13.	Do	File Register, General Finance, Suspense Register, General Finance.
14.	Do	File and Suspense Register of Separate Revenue Stamps.
15.	Do.	Excise Cases Separate Revenue.

No. G. 15947-53—G. M. 33-17-5, dated 23rd May 1918.

Enclosure II.

Second and Third Meetings.

Meeting of the Secretaries to Government in the Civil Departments.

Saturday the 1st December 1917.

Present.

Mr. C. S. Balasundaram Iyer, B.A.,
Chief Secretary.

Mr. P. G. D'Souza, B.A., B.L.,
Secretary,
Departments of Education and Agriculture.

Mr. G. Aravamudu Iyengar, B.A., B.L.,
Joint Secretary,
Muzrai Department.

Friday the 7th December 1917.

Present.

Mr. C. S. Balasundaram Iyer, B.A.,
Chief Secretary.

Mr. B. Ramaswamaiya, B.A., B.L.,
Revenue Secretary.

Mr. P. G. D'Souza, B.A., B.L.,
Secretary,
Departments of Education and Agriculture.

Rajamanthrapravina Dewan Bahadur J. S. Chakravarti, M.A., F.R.A.S.,
Financial Secretary to Government.

Recommendations.

A. Statement showing the establishment as it would stand after the following recommendations are effected is appended (appendix not printed).

The recommendations for promotions are in the order of seniority combined with merit.

B. The following points discussed at the meetings in allocating officials to the different grades are recorded:—

I. *Chief Superintendent.*—Mr. N. Narainsamiengar, the Senior Superintendent on Rs. 200 was on former occasions recommended for being superseded by his juniors who are decidedly superior to him. It is understood that Mr. N. Narainsamiengar has since been evencing application and enthusiasm for work; he may therefore be promoted as Chief Superintendent on probation for six months, his confirmation being made subject to his giving satisfaction during the period.

II. (i) *Superintendents.*—Mr. S. Srinivasiengar, is drawing Rs. 190, from 9th July 1917, in the 150—10—200 grade and will be entitled to draw Rs. 200 from 9th July 1918. In view of his good work he may be given the maximum pay of his present grade, *viz.*, Rs. 200 and the same shown as 175+25 personal allowance in the grade of Superintendents.

(ii) The pay of the other officials proposed as Superintendents may be fixed as shown below:—

	Rs.		Rs.
1. Mr. N. Moorthi Rao	165	9. Mr. V. Subramanya Sastri ...	145
2. ,, B. V. Narasimhaiya	165	10. ,, D. Narain Rao	135
3. ,, T. K. Someswara Iyer ...	165	11. ,, R. S. Ramachandra Rao ...	125
4. ,, A. N. Nanjundaiya	155	12. ,, M. Rangaswami Iyengar ...	125
5. ,, B. Ramaiya	155	13. ,, C. S. Srinivasachar ...	125
6. ,, N. Venkata Rao	155	14. ,, M. A. Singalachar or W. Raghavachar	125
7. ,, T. V. Tiruvengadam Moodaliar ...	145		
8. ,, K. S. Rama Iyer	145 to revert to the G. R. S.		

No. G. 15947-53—G. M. 33-17-5, DATED 23RD MAY 1918.

(iii) Mr. M. Rangaswami Iyengar is proposed to be placed on probation for six months as his fitness for branch charge has yet to be tested.

(iv) Mr. M. A. Singlachar, now Manager of the University Office, is the next in seniority and is proposed to be given a Superintendent's place in case he elects to revert to the General and Revenue Secretariat.

(v) Mr. T. Gopalakrishniengar, 1st Division Clerk, General and Revenue Secretariat, on Rs. 90 is now Manager (on Rs. 150) of the Office of the Director of Industries. As the pay of the Manager of the Director's Office is in the revision proposed to be reduced to Rs. 80, Mr. Gopalakrishniengar is under orders of reversion to the General and Revenue Secretariat. He is proposed for a Superintendent's place, on Rs. 125+25 personal allowance, temporary as shown in the next para.

(vi) The vacancy caused by the absence on other duty of Mr. T. V. Tiruvengadam Moodaliar, and the temporary place of Assistant Superintendent, University Section, now held by Mr. C. S. Srinivasachar and the other permanent vacancy that may be caused by Mr. M. A. Singlachar electing to remain in the University Office are proposed to be filled up, temporarily or permanently as the vacancies admit by promoting the following officials in the order noted below :—

Mr. W. Raghavachar	Mr. S. V. Shamiengar
,, T. Gopalakrishniengar	

(vii) (*a*) The following four officials who are acting as Amildars are left out of consideration for promotion to Superintendents :—

1. Mr. N. Srinivasiengar, B.A., B.L.	3. Mr. M. Ramaswamaiya, B.A.
2. ,, E. Rama Rao, B.A.	4. ,, A. Makalappa, B.A.

(*b*) The following four officials are not considered fit for branch charges and are proposed to be superseded :—

1. Mr. T. Subba Rao, B.A., B.L.	3. Mr. P. R. Venkataramanaiya, on long leave.
2. ,, B. Ramacharya, M.A.	4. ,, K. P. Ganapathi Iyer, B.A.

III. (i) *First Division Clerks.*—After giving effect to the above proposals 52 clerks remain to be placed in the 1st Division leaving 18 vacancies to be filled up.

(ii) There are 15 officials who, for want of vacancies in the 1st Division, were, during the last revision, placed in the Second Division with eligibility for promotion to the First Division and these are now almost all acting in the First Division. There is also Mr. S. Nagappa, whose appointment as First Division Clerk, was sanctioned and who was also for want of vacancies shown as *sub pro tem* First Division Clerk. These sixteen officials are now recommended to be confirmed as First Division Clerks.

(iii) The above proposals leave two more vacancies unfilled and a third will be available on relief of Mr. B. Venkatasubba Rao, appointed as Press Probationer.

These three vacancies are proposed to be filled up by the appointment of the following :—

Mr. C. N. Subba Rao, B.A.
,, K. Srinivasa Iyengar, B.A., LL. B.
,, P. A. Sami Chetty.

Mr. C. N. Subba Rao is a clerk on Rs. 70 in the Office of the Secretary, Economic Conference, and has put in a service of about 9 years. He may be placed above Mr. S. Nagappa, in the permanent list as he was his senior when the latter was also employed in the Conference Office.

Mr. K. Srinivasiengar is the senior of the two law graduates specially entertained on Rs. 70 as acting First Division clerks. His work in the Revenue Branch is reported to be satisfactory.

Mr. P. A. Sami Chetty is an old official on Rs. 100 placed in the Second Division during the last revision and is proposed for reasons shown in para (v) below.

(iv) There are a number of graduate clerks acting against existing temporary vacancies in the First Division and one of them Mr. K. I. Srinivasiengar holds a permanent place in the Second Division. There is also Mr. M. Rangaswami Iyengar temporary printing clerk on Rs. 60 whose services are necessary in connection with the efficient working of the Multigraph in the office. In view of the experience these officials have gained it is proposed to make them eligible for confirmation in the First Division as permanent vacancies occur in the order noted in Annexure I.

(v) There are some older officials of the Secretariat who were put into the Second Division during the last revision but who have been doing responsible work. These may also be made eligible for promotion to the First Division on the occurrence of permanent or temporary vacancies. These will be graded below those referred to in para (iv) above. A list of such clerks is attached (Annexure II).

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(vi) The benefit of the revision has not reached the officials now on the permanent list of First Division clerks excepting a few seniors who have had chances of promotion to Superintendents. Those that are lower down in the list are in no better position than the fresh entrants who get a better start of Rs. 50 and several of these are extremely efficient officials deserving of encouragement.

It is therefore proposed to give one advance increment to selected officials and two increments to the specially selected.

Lists of these officials are attached (Annexures III and IV).

Increments have not been proposed in the cases of officials who are on duty in outside offices or on long leave. A list of such officials is also attached (Annexure V).

(vii) In order to retain the services of the graduate clerks and Mr. Rangaswamiengar, referred to in para (iv) *supra*, pending their confirmation in the First Division it is proposed to find permanent places for them in the Second Division and fix their pay at Rs. 45 each, unless they are already in receipt of higher pay, so as to enable them to draw the minimum pay of Rs. 50 in the First Division as acting clerks.

IV. (i) *Second Division Clerks.*—Out of the 70 places sanctioned in the Second Division 18 have to be given to the officials referred to in para (vii) above and there are 36 other officials already in the Second Division to whom also permanent places have to be allotted. This will leave 16 vacancies to be otherwise filled up.

(ii) Out of these sixteen vacancies four places are proposed to be given to Steno Typists for whom there is need in the office.

The following men possessing suitable qualifications have been selected for the places:—

Name	Qualifications	Present appointment	Pay	Proposed pay in the General and Revenue Secretariat
			Rs.	Rs.
Mr. C. Krishnaswami Rao Sahib.	Matric and F. A. course. 2. All Shorthand Examinations in 1st class. 3. Reporters Test (150 words) with distinction. 4. Gold medal in shorthand.	Bangalore Deputy Commissioner's Office.	50	51
C. L. Gabriel ...	1. S. S. L. C. 2. Shorthand (Intermediate). 3. Typewriting (Elementary).	Economic Secretary's Office.	45	48
T. S. Krishnamachari ...	1. Shorthand (Advanced). 2. Typewriting (Advanced). 3. Commerce Intermediate). 4. Book-keeping Intermediate.	Chief Court ...	48	48
S. G. Narasimhayya ...	1. S. S. L. C. 2. Shorthand (Advanced). 3. Typewriting (Advanced). 4. Lectures on Banking Book-keeping and Satistics.	Government Commercial School.	40	45

(iii) And one place is proposed to be given to K. Ramaswamaiya, Head Accountant on Rs. 50 in the Office of the Economic Journal, who is understood to be a good accountant and useful for work in the Secretariat.

(iv) The above arrangements leave eleven Second Division clerkships and two typists' places on Rs. 30 each for being permanently filled up. There are over sixty clerks in the Secretariat already acting in leave and other temporary vacancies from a long time. It is desirable to select the required number from among these persons without a competitive examination with due regard to communal representation. A list of the thirteen officials selected from the different branches and sections for confirmation in the above vacancies is hereto annexed (Annexure VI).

(v) Among the permanent Second Division Clerks a few officials are already drawing Rs. 65 and above. The excess of their pay over the maximum of the revised scale will be shown as personal allowance.

(vi) A few officials under the old scale draw Rs. 57, 59 and 61. These officials will be permitted to retain the old scale of pay and rise to Rs. 65, anything they may draw from time to time in excess of Rs. 60 being likewise treated as personal allowance.

(vii) Mr. C. Krishnamurthi Rao who is now in receipt of a pay of Rs. 50 under special orders will continue to draw the same pay until he passes the Office Manual Examination.

(viii) Mr. G. H. Venkoba Rao, who was in the last revision permitted to retain the older scale of pay, *viz.*, 30—4—50 and is now drawing Rs. 50 may be given the option of retaining the existing scale and rising to Rs. 65 or having the benefit of the revised scale and rising to Rs. 60 by increments of Rs. 3.

(ix) The following eight officials drawing Rs. 31 were recruited by competitive examination in 1914, and have been doing good work. In order that they may be on a better footing than the fresh entrants into service it is proposed to start them on a pay of Rs. 36.

1. C. Nanjaraja Iyengar, to continue as Organisation and Development Scheme Clerk on Rs. 50.
2. K. Padmanabaiya.
3. M. Venkatanarain.
4. B. S. Ramachandra Rao.
5. H. K. Srinivasiengar.
6. M. R. Narainswami Iyer.
7. K. V. Ramakrishna Iyer to continue on the Establishment of the Extraordinary Member of Council.
8. A. Chinnappa.

(x) Similarly M. Narasimha Iyengar and T. Venkatasubbiah already drawing Rs. 31 and 30, respectively, are by reason of their long previous service and S. Narainswami Rao, acting clerk selected for confirmation, by reason of his good work as shorthand typist under the Second Member of Council are recommended to be started on a pay of Rs. 33.

(xi) In order not to lose the services of the large number of acting men of experience and to afford them an incentive for good work and a prospect of confirmation, it is recommended that, in future, at least for three years more, 50 per cent of the vacancies occurring in the Second Division may be set apart for the confirmation (by selection) of acting men, the remaining 50 per cent only being filled up according to the rules of recruitment.

C. The following points relating to the future positions of the officials are also recorded, as settled at the meetings.

(i) All new entrants into the permanent establishment of the Secretariat will as usual be on probation until they earn their confirmation by passing the Office Manual Examination.

(ii) All officials newly appointed to the First and Second Division clerkships will, irrespective of their pay, be shown below those who were already in those grades.

(iii) The clerks who come for special increments in the above proposals will retain their old places as shown in the accompanying gradation list.

D. The various representations received in this connection were considered and the recommendations made are noted in the register of representations put up.

No. G. 15947-53—G. M. 33-17-5, DATED 21ST MAY 1918.

ANNEXURE I.

List of graduate clerks proposed to be confirmed in the Second Division and made eligible for promotion to the First Division in the following order as vacancies occur.

1. Mr. S. K. Venkataramana Iyer, B.A., LL.B. Rs. 70
2. ,, M. Vyasa Rao, B.A., LL.B.
3. ,, T. S. Naraniengar, B.A., Rs. 70 To continue as temporary accountant until that place is confirmed.
4. ,, K. I. Srinivasiengar, B.A.
5. ,, A. K. Sankaraiya, B.A.
6. ,, B. Srinivasamurthi, B.A.
7. ,, A. Arunachala Mudaliar, B.A.
8. ,, P. G. Sachidanandam Pillai, B.A.
9. Mr. M. Rangaswami Iyengar, (Printing clerk Rs. 60)
10. ,, G. Ramachandra Rao, B.A.
11. ,, K. Ramasastry, B.A.
12. ,, N. V. Sundaram, B.A.
13. ,, R. Srinivasa Rao, B.A.
14. ,, B. Mallikarjuna Rao, B.A.
15. ,, T. K. Swaminathan, B.A.
16. ,, P. S. Narasimhacharya, B.A.
17. ,, M. Rama Rao, B.A.
18. ,, T. Srinivasa Rao, B.A.

ANNEXURE II.

List of Second Division Clerks made eligible for promotion to the First Division.

1. Mr. M. Narasinga Rao.
2. ,, Mahomed Wahid Alli Khan.
3. ,, Y. G. Narasimhachar.
4. ,, C. L. Ramachandra Rao.
5. ,, B. Narasimhiengar.
6. Mr. A. R. Chendrasekhara Moodliar.
7. ,, Y. Narasimhiengar.
8. ,, M. Veerasami Naidu.
9. ,, H. Venkataramaiya.

ANNEXURE III.

List of First Division Clerks recommended for single increments.

1. Mr. K. P. Ganapathi Iyer, B.A.
2. ,, K. Y. Krishnasami Iyengar, B.A., B.L.
3. ,, P. Krishna Rao, B.A.
4. ,, M. Anantaramiengar.
5. ,, T. Krishna Rao, B.A.
6. ,, R. Krishnachar, B.A.
7. ,, B. Subramanya Sastri, B.A., B.L.
8. ,, M. A. Tirunaraniengar, B.A.
9. ,, K. Panduranga Rao, B.A., L.T.
10. ,, S. Narasimhamurthi, B.A.
11. ,, M. Narain Rao, B.A.
12. ,, B. Suryanarain Rao, B.A.
13. ,, K. Venkata Rao, B.A.
14. Mr. R. Ranga Rao, B.A.
15. ,, M. A. Ramaswamaiya, B.A.
16. ,, S. R. Narasimhayya, B.A.
17. ,, H. Narain Rao, B.A.
18. ,, A. Srinivasaiya, B.A.
19. ,, H. P. Bhashyachar, B.A.
20. ,, S. Tirumalachar.
21. ,, S. Chayapathi Rao, B.A.
22. ,, C. Chowdaiya, B.A.
23. ,, S. N. Ardhanariswara Iyer, B.A.
24. ,, A. Venkata Rao.
25. ,, H. N. Sankara Sastry.
26. ,, M. N. Anandalwar, B.A.

ANNEXURE IV.

List of First Division clerks recommended for double increments.

1.	Mr. D. Seshagiri Sastri, B.A.	Branch I.
2.	,, M. Lakshminaranaiya, B.A.	
3.	,, H. V. Venkatanarasimhiengar	,, II.
4.	,, S. V. Shamiengar, B.A., B.L.	,, III.
5.	,, B. Garudachar, B.A., B.L.	
6.	,, A. Subba Rao, B.A., B.L.	
7.	,, H. V. Krishnaswami Iyengar,	,, IV.
8.	,, D. Sitaramaiya, B.A.	
9.	,, V. K. Srinivasa Rao, B.A.	,, V.
10.	,, M. S. Raghavachar,	
11.	,, K. N. Krishnaswami Iyer, B.A.	
12.	,, D. Rangaswami Iyengar, B.A.	,, VI.
13.	,, Srinivasa Rao Jamkhandi, B.A.	
14.	,, M. M. C. Srirangachar, B.A.	Cash Section.
15.	,, R. Thammajee Rao, B.A., LL.B.	Dewan's Office.
16.	,, H. C. Subba Rao, B.A.	
17.	,, K. Gundu Rao, B.A.	
18.	,, T. K. Subba Rao, B.A.	
19.	,, N. Deva Rao, B.A.	Second Member's Establishment.
20.	,, B. Thammayya, B.A.	Working in the establishment of the Extraordinary Member.
21.	,, N. Sitaramaiya, B.A., B.L.	Council Section.
22.	,, C. G. Ramaiya, B.A.	
23.	,, C. Venkataramanaiya,	Administration Report Section.

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ANNEXURE V.

List of clerks in whose cases increments have not been proposed.

Mr. M. A. Singalachar, B.A.,	On other duty.
,, E. Rama Rao, B.A.	Acting as Amildar.
,, P. E. Venkataramaiya	On long leave.
,, M. Ramaswamaiya, B.A.	Acting as Amildar.
,, A. Makalappa, B.A.	Do.
,, B. L. Narasimhaiya, B.A.	Acting as Deputy Amildar.
,, A. Sadasiva Moodliar, B.A., B.L.	Do
,, R. Sambayya,	On other duty.
,, D. C. Subbarayappa, B.A., B.L.	Do
,, M. S. Seshagiri Rao, B.A., B.L.	Do
,, K. Srikantaiya,	Do
,, B. Venkatasubba Rao, B.A. LL.B.	Leaving the Office.
,, B. Venkoba Rao, B.A.	On long leave.
,, S. Kappanna, B.A.	On other duty.

ANNEXURE VI.

List of acting clerks selected for confirmation in the Second Division.

Name	Qualifications	Pay	Date of entry into General and Revenue Secretariat	Proposed pay	Where working
SECOND DIVISION CLERKS.					
1. H. Narain Rao	F. A. ...	28	May 1915	30	Dasara Section.
2. S. Narainsami Rao	S. S. L. C. Shorthand (Intermediate) Typewriting (Elementary.)	25	27th Nov. 1914	33	Second Member's Establishment.
3. K. Putte Gowda ...	Do	25	26th Jan. 1915	30	Branch VI.
4. N. B. Thammanna ...	Matric ...	25	24th March 1915	30	General Despatching Section.
5. M. Parthasaradi Naidu.	Do ...	25	27th March 1915	30	Branch II.
6. Mahomed Abdul Rahman Khan ...	S. S. L. C. ...	25	17th April 1915	30	,, III.
7. M. Rajagopaliengar ...	Do ...	25	8th Dec. 1915	30	,, V.
8. R. Narahar Rao ...	Matric ...	25	27th March 1916	30	Cash Section.
9. D. Appadoray ...	Do ...	25	17th June 1916	30	Branch VII.
10. Abdul Basith ...	Do ...	25	11th Sept. 1916	30	,, II.
11. S. V. Subbarayan ...	S. S. L. C. Typewriting ...	25	9th March 1917	30	Typing Section.
TYPISTS ON RS. 30 EACH.					
1. B. Krishnamurthi ...	Typewriting ...	25	21st Nov. 1914	30	Typing Section.
2. H. Sundara Rao ...				30	Branch VIII and to continue as O. D. S. clerk on Rs. 50.

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ENCLOSURE III.

Fourth Meeting.

MEETING OF THE SECRETARIES TO GOVERNMENT IN THE CIVIL DEPARTMENT.

Held on Thursday the 13th December 1917.

PRESENT.

Mr. C. S. Balasundaram Iyer, B.A.,
Chief Secretary to Government.

Mr. B. Ramaswamaiya, B.A., B.L.,
Officiating Secretary to Government,
Revenue Department.

Mr. P. G. D'Souza, B.A., B.L.,
Secretary to Government,
Departments of Education and Agriculture.

Mr. G. Aravamudu Iyengar, B.A., B.L.,
Joint Secretary to Government,
Muzrai Department.

RECOMMENDATIONS.

I. The duties of the General and Revenue Secretariat Officers may be laid down as follows:—

1. Under Secretaries and Assistant Secretaries in charge of Branches may exercise such of the powers of the Secretary as may be delegated to them by the latter in respect of the disposal of cases. A record of such delegation should be kept.
2. In ordinary cases, they may call for information obviously required for the satisfactory disposal of cases.
3. They may ordinarily submit to a Member of Government non-Schedule cases which may be disposed of on the sole authority of such Member.
4. They will be expected to see that the case work of the Branch is done promptly and satisfactorily and will examine the lists of arrears and suspend cases from time to time, bringing cases of delay to the notice of the Secretary.
5. They should unhesitatingly and invariably notice careless or slovenly or perfunctory work or conduct on the part of the officials and sent their remarks to the Registrar for incorporation in the Character Roll.
6. They will be responsible for the correctness of every statement made in the notes, for the proper exposition of precedents or other authority and for well considered suggestions for action.
7. They will inspect the Branch once a month according to Rule 40 of the Manual of Secretariat Essentials.

II. A new branch called the "*Confidential Branch*" may be formed to deal with the following classes of business.

1. (i) Appointment Allowances Conduct Character Reports Deputation Leave Promotion Punishment Retirement Transfers All other personal questions.	Relating to Heads of Departments, Secretaries to Government, Officers constituting the Mysore Civil Service and other Officers on a pay of Rs. 500 and above, in Departments, under the control of the General and Revenue Secretariat.

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(ii) Grant of titles.

(iii) Any confidential matters that may be specially referred to the Branch.

(iv) All schedule cases when they are ready for consideration in Council.

2. The Confidential Branch will be under the Chief Secretary to Government.

3. Papers relating to personal questions of the Officers specified above should be submitted in the first instance by the Superintendent of the Confidential Branch with all necessary references to the Secretary concerned and afterwards to the Chief Secretary. There will be no noting by the clerical staff.

4. The Confidential Branch should take timely action with regard to temporary appointments requiring extension, anticipated superannuations, training of Officers, etc.

5. The Branch will have charge of confidential reports and papers relating to Officers which should be listed and indexed from time to time.

6. An Assistant or Under Secretary may direct the routine work of the Branch if the Chief Secretary desires, and may receive and dispose of routine papers pertaining to the section. All confidential work should be dealt with by the Secretary concerned and the Chief Secretary, as suggested above.

7. The present Council Section will be merged in the Confidential Branch.

III. The relations of the Chief Secretary with the other Secretaries to Government in the General and Revenue Departments may be fixed as follows:—

Chief Secretary.—The Chief Secretary to Government will be in charge of the Secretariat Departments hitherto under the General Secretary.

He will be responsible for the general work and discipline of the entire General and Revenue Secretariat but will consult the other Secretaries in important matters relating to the establishments working under them and the work of their branches.

He will be in charge of the Council cases, work connected with the Representative Assembly and the Legislative Council, and all other work which has not been specifically assigned to any department or which requires co-ordination.

He will help the administration and the Dewan in working up all urgent or special cases that may be referred to him, to whatever Department they may belong.

He will be in direct charge of the Confidential Branch and will deal, along with the Secretary of the Department concerned, with all personal questions (*e. g.* appointment, promotion, leave, transfer punishment) relating to graded Officers specified in paragraph II—1 above.

Other Secretaries.—The Financial Secretary, the Revenue Secretary, the Secretary, Departments of Education and Agriculture, and the Joint Secretary, Muzrai Department, will deal with all papers relating to their respective departments.

2. In respect of the establishment assigned to the Branches in their charge, they will have the following powers;—

(*a*) Sanctioning increments of 1st and 2nd Division clerks.

(*b*) Fining clerks of the 1st and 2nd Division to an amount not exceeding Rs. 10.

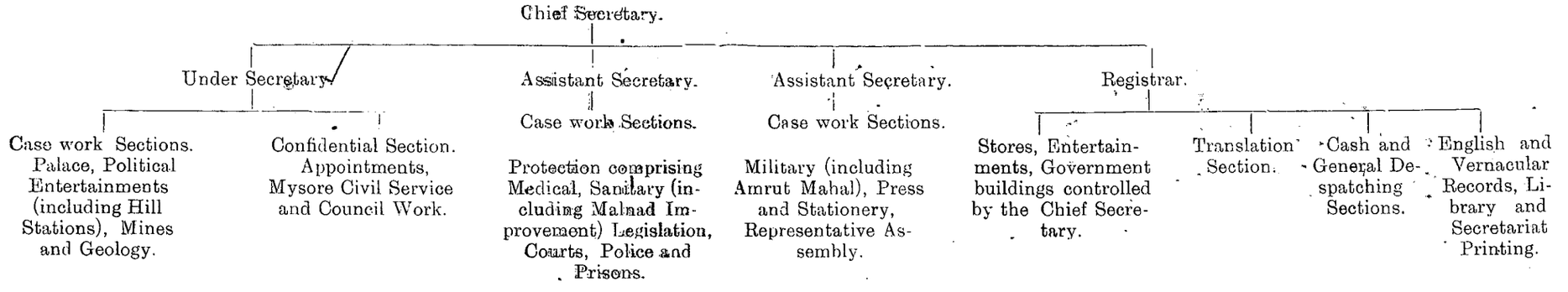
(*c*) Recording opinions on the work of officials in the Character Rolls.

The inspection of the Secretariat contemplated in Rule 40 of the Essential Rules for Secretariats will be conducted jointly by the Secretary of the Department concerned and the Chief Secretary, as laid down in Office Memorandum No. G. 6827—G. M. 373-17-1, dated 22nd November 1917.

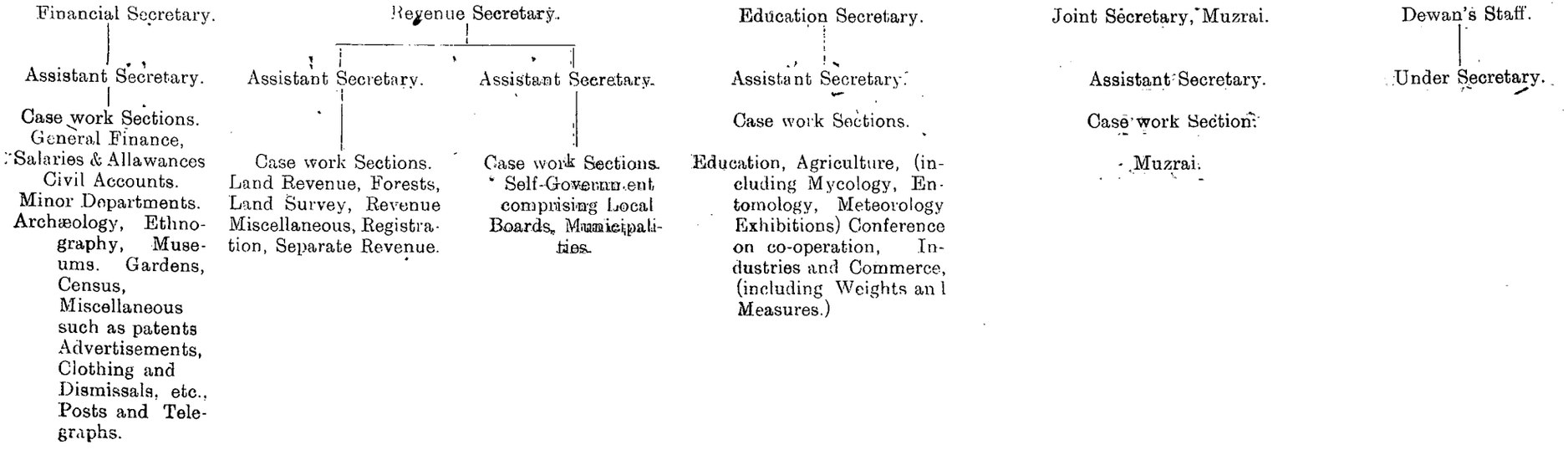
IV. The personnel of the Branches and Sections may stand as noted in the annexure (not printed).

APPENDIX I.

GENERAL AND REVENUE SECRETARIAT.


Chief Secretary.
Under Secretary.
Assistant Secretary.
Assistant Secretary.
Registrar.
Case work Sections. Palace, Political Entertainments (including Hill Stations), Mines and Geology.
Confidential Section. Appointments, Mysore Civil Service and Council Work.
Case work Sections.
Protection comprising Medical, Sanitary (including Malnad Improvement) Legislation, Courts, Police and Prisons.
Case work Sections.
Military (including Amrut Mahal), Press and Stationery, Representative Assembly.
Stores, Entertainments, Government buildings controlled by the Chief Secretary.
Translation Section.
Cash and General Despatching Sections.
English and Vernacular Records, Library and Secretariat Printing.

N.B.—One Chief Superintendent will be Deputy Registrar and scrutinize, under the control of the Registrar, the work of the Registering Sections of all the Civil Secretariats.


Financial Secretary.
Assistant Secretary.
Case work Sections. General Finance, Salaries & Allawances Civil Accounts. Minor Departments. Archæology, Ethnography, Museums. Gardens, Census, Miscellaneous such as patents Advertisements, Clothing and Dismissals, etc., Posts and Telegraphs.
Revenue Secretary.
Assistant Secretary.
Assistant Secretary.
Case work Sections. Land Revenue, Forests, Land Survey, Revenue Miscellaneous, Registration, Separate Revenue.
Case work Sections. Self-Government comprising Local Boards, Municipalities.
Education Secretary.
Assistant Secretary.
Case work Sections.
Education, Agriculture, (including Mycology, Entomology, Meteorology Exhibitions) Conference on co-operation, Industries and Commerce, (including Weights and Measures.)
Joint Secretary, Muzrai.
Assistant Secretary.
Case work Section.
Muzrai.
Dewan's Staff.
Under Secretary.

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APPENDIX I.

The annexed statement shows the distribution of work in the General and Revenue Secretariat.

The chief features of the new arrangements are :—

(1) The main divisions of the office will be known as Secretariats, *viz.*, Chief Secretariat, Financial Secretariat, Revenue Secretariat, Education Secretariat and Muzrai Secretariat, under the immediate control of the respective Secretaries as detailed in the statement appended hereto.

(2) Each Secretariat will have a branch for routine work, *viz.*, Diary registering, despatching, recording and typing and one or more case work branches.

(3) Each Case Work Branch will have a Superintendent under the Assistant Secretary or Under Secretary who will inspect the Branch as per Standing Order.

(4) The routine branch in each Secretariat will be in the charge of the Senior Superintendent of that Secretariat and will be inspected from time to time by the Registrar or Deputy Registrar.

(5) The sections dealing with confidential work and office business common to all the Secretariats will work under the Chief Secretary.

11	Mr. V. Subrahmanya Sastri B.A. ...	Assistant Superintendent, *sub-pro-tem.*	120	do ...	145	
12	,, D. Narayana Rao, B.A.	Assistant Superintentent, acting.	110	do ...	135	
13	,, R. S. Ramachendra Rao ...	do	100	do ...	125	
14	,, M. Rangaswamiengar, B.A.	I Division clerk ...	95	do ...	125	On probation.
15	,, C. S. Srinivasachar, B.A.	Assistant Superintendent. Temporary.	100	do ...	145	
16	,, W. Raghavachar, B.A.	I Division clerk	90	do ...	125	
	,, T. Gopalakrishnaiengar	Manager, office of the Director of Industries.	150	do *sub pro tem.*	125+25	*Vice* Mr. T. V. Thiruvengadam Mudaliar.
	,, S. V. Shamiengar, B.A., B.L. ...	I Division Clerk ...	85	Acting Superintendent.	95+25*	*Vice* Mr. N. Srinivasiengar. *Acting allowance.
	FIRST DIVISION CLERKS. 74 at Rs. 50—5—100.					
1	,, T. Subba Rao, B.A., B.L.	I Division Clerk ...	100	I Division Clerk ...	100	
2	,, B. Ramacharya, M.A.	do ...	100	do ...	100	
3	,, *M. A. Singalachar*, B.A.	do ...	95	do ...	95	On other duty.
4	,, *E. Rama Rao*, B.A.	do ...	95+5	do ...	95+5	*Sub pro tem* as Amildar.
5	,, *P. R. Venkataramaiya*	do ...	90	do ...	90	On long leave.
6	,, *M. Ramaswamaiah*, B.A.	do ...	95	do ...	95	*Sub pro tem* as Amildar.
7	,, *A. Makalappa*, B. A.	do ...	90	do ...	90	Acting as Amildar.
8	,, *T. Gopalakrishna Iyengar*	do ...	90	do ...	90	*Sub pro tem* as Superintendent.
9	,, K. P. Ganapati Iyer, B. A.	do ...	85	do ...	90	
10	,, *S. V. Shamiengar*, B.A., B.L. ...	do ...	85	do ...	95	Acting as Superintendent.
11	,, B. Garudachar, B.A., B.L.	do ...	85	do ...	95	
12	,, K. Y. Krishnaswamy Iyengar, B.A. B.L.	do ...	85	do ...	90	
13	,, *B. L. Narasimhaiya*, B.A.	do ...	85	do ...	85	Acting as Deputy Amildar.
14	,, *N. Deva Rao*, B.A.	do ...	85	do ...	95	On other duty as Personal Assistant to 2nd Member.
15	,, P. Krishna Rao, B.A.	do ...	85	do ...	90	
16	,, *A. Sadasiva Mudaliar*, B.A., B.L. ...	do ...	85	do ...	85	On other duty.
17	,, M. Anantharamiengar	do ...	85	do ...	90	
18	,, *R. Sambayya*	do ...	80	do ...	80	On other duty.
29	,, T. Krishna Rao, B.A.	do ...	80	do ...	85	
20	,, *V. K. Srinivasa Rao*, B.A. ...	do ...	75	do ...	85	
21	,, R. Krishnachar, B.A.	do ...	75	do ...	80	
22	,, H. V. Krishnasawmy Iyengar ...	do ...	75	do ...	85	
23	,, *D. C. Subrayappa*, B.A., B.L. ...	do ...	85	do ...	85	

APPENDIX II.

Gradation List showing the Establishment of the General and Revenue Secretariat as sanctioned.

No.	Name	Present		Sanctioned		Remarks
		Designation	Pay	Designation	Pay	
	CHIEF SUPERINTENDENTS. 4 at Rs. 200—10—250.		Rs.		Rs.	
1	Mr. B. V. Lakshmana Rao	Superintendent, I grade.	250+50	Chief Superintendent.	250+50	
2	C. E. Rama Rao, B.A.	do ...	200	do	220	
3	N. Narayanaswamiengar	Superintendent, II grade.	200	do	200	On probation.
4	B. Seshagiri Rao	do ...	190	do	200	
	SUPERINTENDENTS. 16 at Rs. 125—10—175.					
1	S. Srinivasiengar	Superintendent, II grade.	190	Superintendent	175+25	
2	N. Murthi Rao, B.A.	do	150	do	165	They will retain their old grade, difference between his grade and the new grade of Rs. 125—10—175, being treated as personal allowance.
3	B. V. Narasimhaiya, B.A.	do	150	do	165	
4	,, T. K. Someswara Aiyar, B.A., B.L. ...	Assistant Superintendent.	150	do	165	
5	,, A. N. Nanjundayya	do	140	do	155	
6	,, B. Ramaiya, B.A.	do	140	do	155	
7	,, N. Venkata Rao	do	140	do	155	
8	,, *N. Srinivasiengar*, B.A., B.L. ...	do	120	do	125	Acting as Amildar. His pay may be fixed at Rs. 125, but rank may remain as at present.
9	,, *T. V. Thiruvengadam Mudaliar* ...	do ...	120	do	145	On other duty as Personal Assistant to I Member.
10	,, K. S. Rama Iyer, B.A.	Manager, E. A. Branch. 100—10—150	130	do	145	

54	Mr. H. Narayana Rao, B.A.	do ...	65	do ...	75		
55	,, A. Srinivasaiya, B.A.	do ...	70	do ...	80		
56	,, H. P. Bhashyachar, B.A.	do ...	70	do ...	75		
57	,, S. Tirumalachar, B.A.	do ...	65	do ...	75		
58	,, K. N. Krishnaswamy Iyer, B.A. ...	do ...	60	do ...	75		
59	,, S. Nagappa, B.A.	do ...	40+20	do ...	60	On probation.	
60	,, *B. Venkoba Rao*, B.A.	do ...	50	do ...	50	On long leave.	
61	,, S. Chayapathi Rao, B.A.	*sub pro tem* do ...	70	do ...	75		
62	,, C. Chowdayya, B.A.	acting do ...	57	do ...	65		
63	,, S. N. Ardhanaresvara Iyer, B.A. ...	do ...	53	do ...	60		
64	,, A. Venkata Rao	do ...	57	do ...	65		
65	,, H. N. Sankarasastry	do ...	59	do ...	65		
66	,, M. N. Anandalwar, B.A.	do ...	50	do ...	60		
67	,, *S. Kappanna*, B.A.	II. Division Clerk.	50	do ...	50	On other duty.	
68	,, C. N. Subba Rao, B.A.	Clerk Conference office.	70	do ...	70	On probation.	
69	,, K. Srinivasiengar, B.A., LL.B. ...	I. Division Clerk acting	70	do ...	70	On probation from date of Mr. G. Appu Rao's death.	
70	,, P. A. Swamy Chetty	II. Division Clerk.	65+35	do ...	100		
71	,, S. K. Venkataramana Aiyar, B.A., B.L. ...	I. Division Clerk acting.	70	do ...	70	On probation.	
72	,, M. Vyasa Rao, B.A., LL.B.	do ...	40	do ...	50+1	do	
73	,, T. S. Naranaiengar, B.A.	Accountant temporary.	70	do ...	70	do	
74	,, K. I. Srinivasiengar, B.A.	II. Division Clerk.	27	do ...	50		
	SECOND DIVISION CLERKS. 70 at Rs. 30—3—60.						
1	,, A. K. Sankaraiya, B.A.	I. Division Clerk acting.	40	II. Division Clerk ...	45	On probation and eligible for I Division.	
2	,, *B. Srinivasamurthi* B.A.	do ...	40	do ...	45	Do do	and on other duty.
3	,, A. Arunachalmudaliar, B.A.... ...	do ...	40	do ...	45	Do do	
4	,, *P. G. Sachidanadam Pillai*, B.A. ...	do ...	40	do ...	45	Do do	since transferred to the Private
5	,, M. Rangaswamiengar	Printing Clerk, temporary.	60	do ...	60	Do do	Secretary's Office.
6	,, G. Ramachandra Rao, B.A.	I. Division Clerk acting.	40	do ...	45	Do do	
	,, *K. Rama Sastry*, B.A.	do ...	40	do ...		Do do	since resigned.

APPENDIX II—*contd.*

No.	Name	Present		Sanctioned		Remarks
		Designation	Pay	Designation	Pay	
			Rs.		Rs.	
7	Mr. N. V. Sundaram, B.A.	I Division Clerk, Acting.	40	II Division Clerk ...	45	On probation and eligible for I Division.
8	„ R. Srinivasa Rao, B.A.	do ...	40	do ...	45	Do do
9	„ B. Mallikarjuna Rao, B.A.	do ...	40	do ...	45	Do do
10	„ T. K. Swaminathan, B.A.	do ...	40	do ...	45	Do do
11	„ P. S. Narasimhacharya, B.A. ...	do ...	40	do ...	45	Do do
12	„ M. Rama Rao, B.A.	do ...	40	do ...	45	Do do
13	„ T. Srinivasa Rao, B.A.	do ...	40	do ...	45	Do do
14	„ H. Srikantiah	II Division Clerk ...	65+35	do ...	60+40	
15	„ M. Narasinga Rao	do ...	65+19	do ...	60+24	Eligible for I Division.
16	„ Mahamad Wahid Ali Khan ...	do ...	65+11	do ...	60+16	do
17	„ Y. G. Narasimhachar	do ...	65+ 5	do ...	60+10	do
18	„ E. Subrahmanya Iyer	do ...	65+ 5	do ...	60+10	
19	„ C. L. Ramachandra Rao	do ...	65+ 5	do ...	60+10	do
20	„ A. Venkatachar	do ...	65+ 5	do ...	60+10	
21	„ B. Narasimhiengar	do ...	65	do ...	60+ 5	do
22	„ Y. M. Subbarayalu Naidu	do ...	61	do ...	60+ 1	Retains old scale up to Rs. 65.
23	„ H. Subba Rao	do ...	59	do ...	59	do
24	„ A. R. Chandrasekhara Mudaliar ...	do ...	61	do ...	60+ 1	Retains old scale and eligible for I Division.
25	„ Y. Narasimha Iyengar	do ...	59	do ...	59	Do do
26	„ K. Raja Rao	do ...	57	do ...	57	Retains old scale and on long leave.
27	„ M. N. Subba Rao	do ...	59	do ...	59	Retains old scale.
28	„ S. V. Pitchu Iyer	do ...	59	do ...	59	Retains old scale.
29	„ *M. Ranganna*	do ...	59	do ...	59	do and on other duty.
30	„ M. Veeraswamy Naidu	do ...	59	do ...	59	Retains old scale and eligible for I Division.
31	„ H. Venkataramaiya	do ...	59+25	do ...	59+25	do do
32	„ C. Krishnamurthi Rao	do ...	50	do ...	50	Pay fixed until he passes the Manual Examination.
33	„ G. H. Venkoba Rao	do ...	50	do ...	50	He is given the option of retaining the old scale.

34	*C. Nanjaraja Iyengar*	do ...	31	do ...	36	On other temporary duty.
35	*K. Padmanabaiya*	do ...	31	do ...	36	do
36	M. Venkatanarayan	do ...	31	do ...	36	
37	B. S. Ramachandra Rao	do ...	31	do ...	36	
38	H. K. Srinivasa Iyengar	do ...	31	do ...	36	
39	M. R. Narayanaswami Iyer ...	do ...	31	do ...	36	
40	K. V. Ramakrishna Iyer	do ...	25	do ...	36	On other duty.
41	A. Chinnappa	do ...	31	do ...	36	
42	K. N. Narayanaswami	do ...	25	do ...	30	On probation.
43	S. Arumugum	do ...	25	do ...	30	do and on long leave.
44	M. Narasimhiengar	do ...	29	do ...	33	
45	T. Raghavachar	do ...	25	do ...	30	On probation.
46	T. Venkatasubbaiya	do ...	29+ 1	do ...	33	do
47	L. Srinivasa Rao	do ...	25	do ...	30	On probation.
48	Masthan Khan Terim	do ...	25	do ...	30	do
49	Mr. G. S. Rao	do ...	60	do ...	60	do
50	„ C. Krishnaswamy Rao Sahib ...	Shorthand Typist, Deputy Commissioner's Office.	50	II Divisional Clerk ...	51	On probation.
51	„ K. Ramaswamaiya	Accountant, Economic Journal Office.	50	do ...	48+2	do
52	C. L. Gabriel	Shortand Typist, Conference Office.	45	do ...	48	do
53	T. S. Krishnamachari	Shorthand Typist, Chief Court.	48	do ...	48	do
54	S. G. Narasimhaiya	Assistant Master, Government Commercial School.	40	do ...	45	do
55	*H. Narayana Rao*	II Division Clerk, Acting.	28	do ...	30	On probation, since reverted to Forest Department.
56	S. Narayanaswami Rao	do ...	25	do ...	33	On probation.
57	B. K. Puttegowda	do ...	25	do ...	30	do
58	*N. B. Thammanna*	do ...	25	do ...	30	On probation, since temporarily appointed Inspector of Co-operative Societies.
59	M. Parthasarathy Naidu	do ...	25	do ...	30	On probation.
60	Mahamad Abdul Rahiman Khan ...	do ...	25	do ...	30	do
61	M. Rajagopaliengar	do ...	25	do ...	30	do
62	R. Narahari Rao	do ...	25	do ...	30	do
63	D. Appadorai	do ...	25	do ...	30	do

APPENDIX II—*concld.*

No.	Name	Present		Sanctioned		Remarks
		Designation	Pay	Designation	Pay	
			Rs.		Rs.	
64	*Abdul Basith*	II Division Clerk, Acting.	25	II Divisional Clerk ...	30	On probation, since appointed temporary Inspector of Co-operative Societies.
65	S. V. Subbarayan	do ...	25	do ...	30	On probation.
66—70	Vacant					
	TYPIST—2 at Rs. 30.					
1	B. Krishnamurthi	do ...	25	Typist ...	30	do
2	Mr. H. Sundara Rao	O. D. S. Slerk, temporary.	50	do ...	30	On probation and to continue as O. D. S. Clerk.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. G. 16190-95/G. M. 33-17-6 Dated, Bangalore, the 28th May 1918.

Official Memorandum.

In pursuance of Government Order No. G. 5521-7/G. M. 33-17-1 dated 13th October 1917 the following rules defining the relation to each other of the Secretaries to Government in the General and Revenue Secretariat and the duties and responsibilities of the Subordinate Secretariat Officers are issued.

I. Mutual relations of the Secretaries to Government in the General and Revenue Departments.

(A) CHIEF SECRETARY—The position and functions of the Chief Secretary will be as follows:—

1. The Chief Secretary will be in charge of such branches of work as may be assigned to him from time to time.

2. He will be responsible for Council work and prepare cases for circulation.

3. He will be in direct charge of the Confidential Branch and will, along with the Secretary of the Department concerned, deal with all personal questions (e.g. appointment, promotion, leave, transfer, punishment &c) relating to graded Officers.

4. He will be in charge of political matters and work connected with the Representative Assembly and the Legislative Council, and all other work, which has not been specifically assigned to any department or which requires co-ordination.

5. He will co-ordinate the work of all the Secretaries to Government and will help the administration and, the Dewan in working up all urgent and special cases that may be referred to him, to whatever department they may belong. He will also deal with any miscellaneous work not assigned to any other department.

6. He will be the Chief Officer responsible for the general work and discipline of the entire General and Revenue Secretariat and is empowered to inspect any Branch and take (in consultation with the Secretary of the Department concerned) disciplinary measures to check delays and irregularities.

7. He will fill all temporary and acting vacancies in 2nd Division clerkships and propose acting arrangements for 1st Division clerkships and all permanent appointments in the 2nd Division.

   Proposals for permanent appointments in the 1st Division and arrangements for the higher grades will be made by the Committee of the Secretaries.

8. Under and Assistant Secretaries and the Registrar will be proposed by the Committee of the Secretaries viz., the Chief Secretary, the Financial Secretary, Revenue Secretary, Secretary, Education and Agriculture and Joint Secretary, Muzrai.

9. He will take measures to co-ordinate the work of the whole Secretariat and use the Registrar as the Chief medium for such work.

10. In respect of the entire establishment of the Secretariat he will exercise the following powers without prejudice to the powers of the other Secretaries, specified in (B) infra,

(1) withholding or postponing increments for one year,
(2) degradation and suspension for 3 months; subject to appeal to Government,
(3) sanctioning increments of clerks,
(4) fining clerks to an amount not exceeding Rs.10/-,
(5) recording opinions on the work of officials in the Character Rolls.

(B) OTHER SECRETARIES—The Financial Secretary, the Revenue Secretary, the Secretary, Departments of Education and Agriculture and the Joint Secretary, Muzrai Department will deal with all papers relating to their respective departments.

They will be held directly responsible for the discipline and proper discharge of work in the branches under their charge.

In respect of the Establishment under their charge they will have the powers referred to in para 10 (3) (4) and (5) above.

The inspection of the Secretariat contemplated in rule 40 of the Manual of Essentials for Secretariats will be conducted jointly with the Chief Secretary as laid down in O.M. No. G. 6827/G.M.373-17-1 dated 22nd November 1917.

II. Duties of Under Secretaries and Assistant Secretaries.

(a) The duties of the General and Revenue Secretariat Officers dealing with case work will be as follows:—

They will see that the case work of the Branch is done promptly and satisfactorily and examine the arrears and suspend lists, list of periodical returns and reports and file registers from time to time, bringing cases of delay and irregularity to the notice of the Secretary.

2. They will unhesitatingly and invariably notice careless or slovenly or perfunctory work or conduct on the part of the officials and send their remarks to the Registrar for incorporation in the Character Roll, when so ordered by the Secretaries concerned.

3. They will be responsible for the correctness of every statement made in the notes for the proper exposition of precedents or other authority and for well-considered suggestions for action.

4. They will always indicate the points on which orders are required at the end of their notes.

5. They will see that noting and referencing are done strictly in accordance with Rules 128 to 133 and 140 to 142 of the Manual.

6. They will note whenever necessary.
(1) whether a matter is Council subject or not,
(2) whether the Financial Department should be consulted,
(3) whether any unofficial consultation is needed.

7. They will be specially responsible for the language, the sense and the completeness of drafts whether prepared by themselves or not.

8. They will undertake drafting in important or difficult cases such as Reviews of Annual Departmental Reports &c.

9. They will prepare draft notes of submission to His Highness, or Final Notes for Members of Council when so ordered, in all cases marked "Confidential".

10. They will see that notes and drafts are sent typewritten as far as possible and pay special attention to tidiness of notes and drafts.

11. They will call for and obtain such further information as may be obviously necessary for the satisfactory disposal of a case.

12. They will cultivate the habit of taking up difficult or important cases to the Secretary concerned for personal discussion.

13. They will satisfy themselves every day before leaving office that no immediate file sent up by them to the higher officers which is likely to be or should be disposed of the same day, remains without being attended to and without necessary orders thereon being issued.

14. They will maintain a list of important or urgent files and watch the several stages thereof up to completion and bring to notice from time to time inordinate delay in the disposal of any case at any stage.

15. They will maintain lists of important and urgent continuous items up to the number of twelve in each case.

16. They should of their own accord prepare subsidiary rules which may be of more direct application to their Branches with a view to maintain the work of the Branch at a high level of efficiency and credit.

17. They are expected to show initiative and bring matters requiring improvement or action to the notice of the Secretary concerned with a view to foresee and prevent difficulties cropping up at any future time. Any original suggestions for improving the work of the Branch will be appreciated.

18. They will be responsible for the strict observance of the rules of procedure and bring to notice of Secretary in writing, cases of infringement.

19. They may submit direct to Members of Government routine non-scheduled cases which may be disposed of on the sole authority of the Member.

III. Duties of the Registrar shall be as follows:–

1. He will scrutinize the attendance registers of the whole Secretariat every day and see that the officials attend office punctually.

2. He will open all covers addressed to the General and Revenue Secretariat, mark the date of receipt on each letter, send it to the Superintendent of the proper branch for further action with instructions for urgent submission of letters requiring immediate attention. He will also submit each day an abstract of important receipts to Members of Government through the Secretaries.

3. He will open the Residency letters and distribute such of them as have to be dealt with in the General and Revenue Secretariat and send copies of letters of extraordinary importance to the Secretary and the Dewan in the first instance.

4. He will pay special attention to the Residency correspondence and issue reminders (telegraphic where absolutely necessary) to obtain prompt replies from subordinate authorities.

5. He will be in charge of the Cash Section, Records, Library Stationary, Secretariat Printing, General Despatching and Translation Sections, Stores and the routine Sections of the Civil Secretariats.

6. He will maintain a character roll of censure, punishment or commendation passed on every member of the Office Establishment.

7. He will be responsible for the proper maintenance of Service Registers and Establishment lists corrected up-to-date and will propose increments as they fall due.

8. He will be in charge of the menial establishment of the whole Secretariat and will attend to their proper distribution with the help of the Cashier. He will have power to make acting appointments and temporary promotions among menials and will obtain the Chief Secretary's sanction for all permanent arrangements.

9. He will make proper arrangements for the efficient despatch of all communications, orders etc., which issue from the Secretariat.

10. He will check and initial every entry in the Cash Book and cancel all expenditure vouchers not filed with the Contingent Bills.

11. He will examine the General Ledger every Monday and give permission whenever new Ledger heads have to be opened.

12. He will check contingent bills with the contingent register and the cash book.

13. He will verify the actual cash balance with the cash book and certify to that effect once a month at odd intervals.

14. He will check and sign pay and allowance bills of the establishments.

15. He will examine each month the Acquittance Roll and satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been duly posted in the cash book.

16. He will be in charge of arrangements connected with the Executive and Legislative Council Meetings held in the Secretariat premises.

17. He will work directly under the Chief Secretary as his personal Assistant.

18. He will also be Secretary to the Committee of Secretaries.

19. He will inspect the sections under his control under Rule 40 of the Manual of Essentials and see that order and tidiness are generally maintained.

20. He will maintain a standing list of all Office Circulars and Memos issued.

21. He will deal with Office appointments, suspensions, dismissals, leave and promotions.

22. He will also supervise the training of new men entertained for work in the Secretariat.

23. He will also arrange for the needs of the Office in regard to forms, Stationery and furniture.

24. He will as hitherto continue to do the duties of the Special Officer in connection with the Birthday and Dasara arrangements, the Deputy Registrar being in charge of his current duties during his absence from Head Quarters.

IV. Duties of the Deputy Registrar.

1. He will be directly in charge of English and Vernacular Records and the Secretariat Printing Section and will have custody of the Confidential collections sent to the records for safe custody. Subject to the general contral of the Registrar, he will be primarily responsible for the management and supervision of the routine work of the Secretariat.

2. He will be in charge of the Registrar's office work when the latter is absent from Head Quarters on special duty or otherwise.

By Order,

C. S. BALASUNDARAM IYER,

Chief Secretary to Government.

To-Secretaries to Government.

CONFID

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS

O. M. NO. G. 16190/G. M. 33-17-6 DATED 28TH MAY 1918

Functions of the several Secretaries to Government

Defining the.....and their relations to one another and the duties of the Registrar and other Secretariat Officers.